

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 3, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Business Services Specialist Position #: CL-00323 FTE: 1.0 Level: Classified Range 26 Department: Business Communications Services	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Campus Switchboard Operator ○ Assist Students/Faculty/Staff at counter ○ Process incoming/outgoing mail ○ Maintain a variety of financial records, reports and files ○ Process campus facility requests & reports ○ Maintain the online phone directory database ○ Issue building keys and access fobs, maintain database ○ Assist faculty/staff with phone setup and issues ○ Assist with travel arrangements ○ Assist with managing campus mailboxes 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a position that has been frozen, but utilizing funding from a second Business Communications position (Mail Processor CL-00054) that is in the current-year budget, but is not being filled. ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No (see above) ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1328001-2110 ○ Annual Salary at Step B: \$40,836