

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

April 6, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Business Services Specialist</p> <p>Position #: CL-00155</p> <p>FTE: 1.0</p> <p>Level: Classified Range 26</p> <p>Department: Business Communications Services</p>	<p>1. Key responsibilities of position:</p> <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 <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ 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) Filling a position that will be vacant effective July 2, 2023. Current Business Services Specialist is retiring effect July 1, 2023. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1328001-2110 ○ Annual Salary at Step B: \$40,836