

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

April 13, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Administrative Assistant III  CSEA  <b>Position #:</b>  CL-00541  <b>FTE:</b> 1.0   <b>Level:</b> 32   <b>Department:</b>  Admissions and Records	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>• Under the direction of an M-10 through M-11 level administrator, perform a variety of difficult and often complex specialized and responsible secretarial and administrative assistant duties to relieve the administrator of operational detail.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to job transfer</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:           <ul style="list-style-type: none"> <li>• <b>Critical threshold of instruction or support services</b> <ul style="list-style-type: none"> <li>○ This position currently manages all petitions for Admissions and Records.</li> <li>○ position is a direct report to Dean of Admissions &amp; Records and Financial Aid, M-10</li> <li>○ Furthermore, this position has been essential in assisting the Dean of Admissions and Records in keeping up with the latest State guidance and memos from the State Chancellor's Office.</li> </ul> </li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes</li> <li>○ Funding Source? Unrestricted</li> <li>○ Smartkey and Salary Object: 1332001_2110</li> <li>○ Annual Salary at Step B: \$52,236 (CL/32B)</li> <li>○</li> </ul> </li> </ol>