

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

8/2/2024

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> EOPS/CARE Program Specialist  <b>Position #:</b>  CL-00483   <b>FTE:</b> 1.0	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>• Communicate and assist in implementing directives from the EOPS/CARE Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE Office.</li> <li>• Perform a variety of specialized and complex clerical and technical duties independently in support of assigned area, such as awarding EOPS and CARE book accounts and grants (in SAM). designing and developing student database record sets, manage data for program reports and state MIS reports (in HP), posting records, data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of sources.</li> <li>• Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS requirements, CARE requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to a counselor.</li> <li>• Explain college and EOPS/CARE policies and procedures to students; schedule counseling and peer counselor appointments and obtain district and other college transcripts for counselors utilizing filing and data processing systems.</li> <li>• Train and provide work direction to assigned personnel; prioritize, assign and review work; participate in interviewing job applicants and provide input for performance evaluations as requested.</li> </ul> <p><b>2. Current status of position:</b>            The employee in this position has resigned. His last day is on August 9, 2024.</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Filling a replacement position included in the budget  <input type="checkbox"/> Filling a restructured position included in the budget         </p>

**Department:**  
EOPS/CARE

- Filling a new position
  - Has an Org Mod been approved? Yes  /No
  - Org Mod approval date \_\_\_\_\_
- Other (please specify)
  - Has an Org Mod been approved? Yes  /No
  - Org Mod approval date \_\_\_\_\_

**3. Strategic Staffing Rationale:**

Please address at least one of the following items:

- a.  Critical threshold of instruction and support services  
The EOPS/CARE Program Specialist is the only classified staff professional who directly serves both the EOPS and CARE programs. This position is essential to the recruitment, retention, and completion of our EOPS and CARE students. They review applications and verify student eligibility for the programs. They maintain the MIS student roster that is reported directly to the state and affects our annual fund allocations. They provide direct services to students, such as meal cards, gas cards, grocery cards, and bus passes. They work directly with the Financial Office and Bookstore to distribute financial services to our students, such as the Book Voucher and Grant.
- b.  Legal mandate  
The EOPS and CARE programs must follow Title 5 guidelines and program guidelines established by the State Chancellor's Office. The EOPS/CARE Program Specialist is an essential position in assisting with the implementation of these programs.
- c.  Accreditation requirements
- d.  Health and safety priorities
- e.  Essential supervision

**4. Budget Impact – Please specify the following:**

- Is position included in the current budget? Yes  /No
- Funding Source? Unrestricted  /Restricted
- Smartkey and Salary Object: 1335594-2110
- Annual Salary at Step B: \$56,088 plus benefits