

**Program Review & Planning  
Request for Contract Classified Position  
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

<b>Department</b>	EOPS		
<b>Position Title</b>	Student Services and Special Programs Manager		
<b>Salary Range</b>	\$62,560-\$65,687	<b>Annual Salary at Step B*</b>	\$65,687
<b>Hours/week and # of months</b>	40 hrs/week, 12 months		

\*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the ***new position or the increase in FTE for an existing position*** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number:

Proposed FTE:

Contract type:

- 10-month
- 11-month
- 12-month
- Seasonal (specify):

What type of position is being requested?

- New general fund position
- Replacement for a funded position
- Replacement for an unfunded position
- Position currently funded by grant funds
- Increase in the FTE for the position

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

- Supervise, train and direct staff; schedule and assign work; participate in screening processes of hiring procedures for all categorical programs.
- Serve as liaison with community agencies, organizations and educational institutions regarding students eligible for programs.
- Supervise, evaluate, and train assigned staff. Assign and review work; determine staffing requirements and establish workloads;

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- Compile, prepare, evaluate, annual budgets and requisitions as needed. Submit appropriate payroll information for all academic and classified staff.
- Supervise reports of all related to personnel, and students required of the office, including collection and maintenance of student related data and records, for State mandated MIS reporting requirements, etc.

2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

Yes

Cite the specific mandate/requirement (100 words or less):

No

3. How are the duties of the requested position currently being performed, if at all?

How does the lack of this position impact the program or service area?

What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

*(200 words or less)* **(Rubric Criteria 1)**

The Associate Dean oversees 3 departments which are state funded and require a great deal of communication, training, etc. Oversight requires a tight grasp of policy updates, changes in laws, budgets, deadlines, reports, etc. Our programs can serve up to 20% the student population at Cuyamaca. Students in our programs deal with circumstances such as language barriers, disabilities, housing and food insecurities, etc., are the most vulnerable and need more support across campus. Staffing for all programs is upwards of 50 + people with much attention and detail to HR and staffing needs. Each program meets to at different levels to coordinates efforts with multiple individuals thus creating high scheduling needs. Not having someone to help coordinate efforts, schedules, and support at all levels, has at times been chaotic and creates a longer wait to engage situations. This has impacted program staff and faculty, which ultimately affects student support. A Supervisor could engage, support, and coordinate program staff more quickly. A supervisor can assist in overseeing staff, schedules, in a focused way and ultimately the students we serve. This can result in students feeling a greater, more personalized level of support, which then impacts retention and ultimately completion rates.

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4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.\*\*

*(200 words or less)* **(Rubric Criteria 2)**

The Associate Dean position is a new one at Cuyamaca College. Before the creation of this position, categorical programs (EOPS, DSPS, and CalWORKs) were under the Dean of Counseling Services. This position was meant to create an opportunity for a different structure for oversight and support and continue the hard work already done.

In 2017- 18 CalWORKs served an average of 5%, DPSP 7%, and EOPS 7% of campus population (according to the Cuyamaca College Research, Planning and Institutional Effectiveness Comparison Reports), less than one-fifth of the campus population. Staffing needs and requirements have also been great. Within the last year, there were six full time hiring and two temporary positions filled (CalWORKs hired a Student Service Specialist and full time faculty Counselor. EOPS hired a Student Services Specialist, Program Specialist and full time faculty Counselor. DSPS hired a Temporary Student Services Specialist, Student Services Assistant, and full time faculty Counselor.) Some Categorical programs are looking to expand services such as the Workability III Grant that DSPS would like to apply for, EOPS would like to work on a CalFRESH grant, both aimed at getting students in these programs to consider career options while participating in our programs.

5. How would this position's main duties specifically support the institution's strategic priorities?

1. Acceleration
2. Guided Student Pathways
3. Student Validation and Engagement
4. Organizational Health

*(200 words or less)* **(Rubric Criteria 3)**

This position will help at several levels but specifically with #4 Organizational Health in the following ways:

- Better communication between the Associate Dean and each program by helping field questions, information flow, etc. through phone and email.
- Keeping track meetings, events, trainings, deadlines, etc. through a comprehensive calendar system.
- Assistance in researching new funding opportunities and expansion of program services (i.e. Fresh Success program for CalFresh Recipients through EOPS, support for the Workability Grant III through DSPS)
- Support for workday issues and payroll/HR concerns

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- Help centralize collaborative projects, services and support for the categorical programs.

This position would also support # 2 Student Validation and Engagement by:

- Centralize the Categorical programs support in one area which helps with student concerns, questions, etc.
- Create a coordinated area for communication with the campus regarding categorical student concerns and situations (i.e. faculty, CAPS, Student Affairs, etc.)
- Help to create more programs, workshops, for students
- A more structured effort to recruit students into the our programs
- A better approach to advertise our programs and services to students
- Create a database to track students, programs, etc.

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?

*(150 words or less)* **(Rubric Criteria 3)**

Categorical programs are state funded which can create unique situations as program requirements change, expand or decline. State mandates fluctuate and keeping track of program requirements, new laws etc. can be challenging. In particular, once something changes at the state level, the most amount of work comes in how to implement those changes locally. This requires a great deal of innovation and creativity. This position could assist the Associate Dean as well as staff from each program to stay current on state oversight, support college effort, and organize budgets and reports. This assistance will free up time and effort by the Associate Dean and program staff so that more attention can be given to further innovate grow our programs.