

#14

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, February 02, 2023 11:41:54 AM  
**Last Modified:** Thursday, February 02, 2023 1:42:05 PM  
**Time Spent:** 02:00:11  
**IP Address:** 160.227.129.160

---

Page 1: Classified Position Request Form

**Q1**

Please enter the following:

Department	<b>Financial Aid</b>
Position Title	<b>Financial Aid Technician</b>
Salary Range*	<b>29</b>
Annual Salary at Step B*	<b>\$43,320</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>40 hours/week, 12 months</b>

---

**Q2**

Current goal this position will directly advance/support

Ensure compliance with college policies and procedures and federal, state, and district regulations.

**Q3**

How will this position directly advance/support the goal listed above?

The sole purpose of this position is to work on the tasks that were findings in our 2018 Dept of Education audit: Pell reconciliation and R2T4 processing. In addition, the Technician will be involved in the SEOG and Cal Grant reconciliation process, and other compliance related tasks.

---

**Q4****Additional general fund position**

What type of position is being requested?

**Q5**

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

**Job%20Description%20-%20Financial%20Aid%20Technician.pdf (20.5KB)**

---

## Q6

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

Reconcile the following aid programs:

- Pell Grant
- SEOG
- Cal Grant
- Other federal/state aid programs, as needed.

Process Return of Title IV (R2T4) calculations for students who withdraw.

Prevent, process, and monitor overpayments.

Assist with fraud prevention.

Assist with the administration of the Cal Grant Program

---

## Q7

Please address the following: How are the duties of the requested position currently being performed, if at all? If duties are being performed by a grant-funded position, when will the grant end? How does the lack of this position impact the program's or service area's ability to serve students? <sup>\*\*The Classified Hiring Priorities Committee will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)\*\*</sup> (200 words or less) (Rubric Criterion 1)

The duties are being performed by the Director, Supervisor, two Advisors, and the Assistant Senior. However, these duties are not being conducted in a timely manner as required by federal regulations (monthly, 45 days, etc.) due to workload constraints placed on those performing these duties.

The department experience staffing vacancies with two advisor positions and the Scholarship Specialist position. The supervisor had to take on the majority of the tasks of the Scholarship Specialist. The other advisors took on the additional workload created by the advisor vacancies. One OOC/substitute advisor was hired in spring. However, that temporary staff left for another position later in 2022. Another substitute advisor was hired in December 2022 and is in training now. With the fluctuation in these vacancies/temporary hires, the remaining staff have had to take on the additional tasks, and currently still are. This is causing burnout, morale issues, and reducing the level of services needed for our students.

---

**Q8**

How has the demand for program/department services increased over the past 3 to 5 years? How have workloads in the program/department increased over the past 3 to 5 years? \*\*Please use both quantitative and qualitative data including, but not limited to: details of a new program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops; total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided.\*\* (200 words or less) (Rubric Criterion 2)

As shown below, the processing numbers show a decline in students awarded with the total annual dollar amount administered staying consistent between \$19.6M - \$20.8M. In fact, 2021-22 produced the 2nd highest total dollar amount administered ever in Cuyamaca at \$20.7M. This was mainly due to the federal HEERF emergency grants. The HEERF funds will be depleted in Spring 23, but another pot of State emergency aid will be administered.

**PROCESSING STATS**

YEAR	TOTAL AID ADMINISTERED	STUDENT COUNT	FAFSA's/CADAA's
2017-18	\$20.2M	7,616	14,134
2018-19	\$19.6M	7,140	13,391
2019-20	\$21.7M	7,173	11,738
2020-21	\$19.7M	6,528	11,259
2021-22	\$20.3M	5,280	9,626

**STAFFING VS PROCESSING**

YEAR	FTES	FAFSA's	TOTAL AID ADMINISTERED
2003-2004	8.85	3,869	\$3.8M
2020-2021	9.5	11,259	\$19.7M
2021-2022	9.5	9,626	\$20.3M

With the downward trend of overall enrollment and financial aid stats, this is detrimental to the college's General Funds as we move to the SCFF. More of an emphasis is being placed on financial aid to increase processing numbers. As such, it is imperative that the Financial Aid department be approved for additional staffing to meet the demands of improving the numbers for the SCFF.

**Q9****Increase Completion and Eliminate Equity Gaps**

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

**Q10**

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

Historical financial aid data shows that students receiving financial aid have higher success outcomes versus students not receiving financial aid. Financial aid's impact on student success outcomes directly supports all the College's strategic priorities except the Hiring and Retention of Divers Employees. Keep in mind, most of the students we service are disproportionately impacted students. As such, these students are meeting their challenges, increasing overall student outcome results, and closing equity gaps.

**Q11**

How will this position improve the student experience at Cuyamaca College?(200 words or less) (Rubric Criterion 4)

This position will free up the time for the Director and Supervisor to plan more outreach activities and work on improving services overall. It will free up time to all advisors to process files and conduct more outreach activities. As such, more students will be encouraged to apply for financial aid and more files will be processed sooner which means more students will get their aid sooner.

---

**Q12**

How many more students will the position serve, and who will it serve?(200 words or less) (Rubric Criterion 4)

Although a true count can be determined, the range of additional students being served could be in the hundreds.

---

**Q13**

How will this position address college equity goals, as well as overall access, retention, and success?(200 words or less) (Rubric Criterion 4)

As mentioned before, students receiving financial aid have higher student success outcomes than students not receiving financial aid.

---

**Q14**

How will the program or service area measure the impact of this position on the student experience?(200 words or less) (Rubric Criterion 4)

The measure of impact will show in the primary tasks/responsibilities the technician works on: reconciling programs, R2T4 processing, etc. The time spent by the technician is less time spent by the Director, Supervisor, and Advisors on these projects.

---

**Q15**

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback to help inform the prioritization process.

**Yes, I have discussed this position request with the Dean or Manager**

**Q16**

How could the process and/or CHPC guidance for preparing and submitting new classified position requests be improved?

No suggestions at this time.

---