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COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Adminsitrativ <span style="font-weight: bold;">e</span> Services
Position Title	Sr. Facilities Clerk
Salary Range*	30
Annual Salary at Step B*	\$56,692
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hours per week / 12 months

Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

Develop and improve the civic center use and facilities rental process and procedures. The California Education Code §§ 38130–38139, also known as the Civic Center Act, governs how school districts may permit the use of school buildings and grounds by outside organizations. Under this Act, school facilities may be used by organizations, clubs, or associations formed for recreational, educational, political, economic, artistic, or moral purposes. Such use is called “civic center use” and must be subordinate to, and not interfere with, the instructional program or other public-school purposes. Civic center use may be provided on a free, direct cost recovery, fair rental value, or commercial basis. In 2025-26, the VPAS will implement Facilitron as the Cuyamaca College system to improve and enhance the facility-use process. This will also entail a reorganization of the duties associated with Facilities-use from FMO to Business Services.

Q3

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

This position will enable the college to implement a new facilities use management system called Facilitron. Facilitron will allow the college to increase revenue as well as streamline and improve our current internal facilities use process. There is an existing budgeted, but unfilled position in Administrative Services. The title of the position is Sr. Account Clerk (FTE 60%), Range 27. I would like to repurpose this position and increase the FTE from 60% to 100% FTE.

**Q4**

What type of position is being requested?

Increase in the FTE for the position, specify the position classification and number::  
CL-00325 Account Clerk, Senior (Unfilled) - this is budgeted but unfilled. I would like to increase the FTE to 100% and change to a Senior Facilities Clerk, Range 30

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**Q5**

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

**C.30%20-%20FACILITIES%20CLERK%20SENIOR.pdf (137.8KB)**

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**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?How does the lack of this position impact the program's or service area's ability to serve students?(300 words or less)

Under the direction of an assigned administrator, this position independently plans, organizes, coordinates and schedules special events, activities, seminars, conferences and services for campus stakeholders (faculty and staff) and community organizations. Performs a wide variety of specialized and responsible administrative assistance duties to relieve the administrator of administrative detail; train and provide work direction to others. Organize and coordinate the use of campus facilities, including fees, regulations, special set up, and equipment requirements; verify that campus policy and guidelines for facility use have been met. Meet with community and college organizations inquiring about campus venues. Perform a wide variety of public relations duties to facilitate events; provide information to the public concerning events, facility use and rental and related regulations, policies and procedures. Ensure adequate staffing for events and schedule setup accordingly. Coordinate process and schedule room requests for events and meetings using an integrated computer software program; prioritize and troubleshoot incoming requests; locate and reserve appropriate rooms with audiovisual and multimedia equipment as requested, and send confirmation notices.

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**Q7**

\* How are the duties of the requested position currently being performed, if at all?

Right now, these duties are being performed by the Administrative Assistant II in the FMO department. We also have the use of a district resources this year - 25-26, that will no longer be available in the 26-27 academic year. Since the pandemic, the use of facilities has ramped up dramatically. And given the cumbersome process we use right now, it has resulted in frustration and lack of clarity in the college's ability to execute events in a manner that meets the needs of the campus community as well as our external stakeholders. We routinely see a lack of clarity for who is responsible for what and the frustration that results from long lead times and planning / implementation of events.

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**Q8**

\* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

N/A

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**Q9**

Program or Service Area Potential for Growth Please describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly? - How has the demand for program/department services increased/changed over the past 3 to 5 years? - How have workloads in the program/department increased/changed over the past 3 to 5 years? - How many more students will the position serve, and who will it serve? \*\*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)

An effective facilities use process will improve performance of employees and users by reducing costs through optimized resource allocation and predictive scheduling and maintenance, increasing employee productivity via a comfortable and safe environment, ensuring compliance with regulations, and enhancing sustainability through reduced energy and waste. Streamlined workflows, automation, and real-time data also minimize downtime and extend the life of equipment and facilities. This position will help implement and manage the facilities use process using a new software we are implementing called "Facilitron". Facilitron's comprehensive facility management work order system is designed for schools, colleges, and cities. The data-driven system enhances scheduling, rental requests, and provides real-time cost and utilization insights. The college will benefit from a centralized management system that improves efficiency and fosters transparency across our operations. Given the platform's wide reach, we could also potentially increase facility rental revenue, which benefits the college by providing financial resources to manage maintenance costs.

**Q10****Increase Hiring and Retention of Diverse Employees**

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.

**Q11**

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

By adding this new position, we will fill a critical need at the campus, where we are experiencing workforce gaps to achieve important objectives of the campus, which includes supported access to campus spaces for events, cultural experiences, meeting spaces, and networking events. Having a dedicated person working on Facilities use will increase productivity of employees who engage in the reservations and set-up process, drive innovation at the campus by implementing state-of-the-art cloud-based software for managing our facilities, and potentially expanding the use of our facilities to new users who will generate additional revenue to the campus. When done effectively, it will also enhance our branding as a premier college and community partner, improve our perception as an employer of choice, possibly boost employee diversity, and provide opportunities for internal growth of our current employees.

**Q12**

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

Quality facility management enhances the student experience by fostering a positive, safe, and comfortable environment conducive to learning and overall well-being, while also supporting student engagement and retention. Key factors that could enhance the student experience include reliable access to functioning technology and HVAC systems, clean and well-lit spaces, reduced health risks, and fewer disruptions to academic activities. When students and faculty have classroom, event, and campus spaces that are easily accessible, well managed and implemented, then the perception of the college as being a caring campus leaves a lasting impact. Effective facilities management creates an attractive campus that influences student enrollment and satisfaction.

**Q13**

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 about the division's priorities and needs to help inform and may impact the prioritization process.

**Yes, I have discussed this position request and its priority relative to other requests within the division/department with my dean/manager**

**Q14**

Date / Time

**10/02/2025**

Date of meeting (with dean/manager):

**Q15**

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

**Respondent skipped this question**