

#16

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	AKHE
Position Title	Athletic Operations Specialist
Salary Range*	\$4,153 - \$5,193 per month
Annual Salary at Step B*	\$52,692
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hrs./wk 12-month

Q2

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

To ensure sustainable program quality, operational efficiency, compliance, and student–athlete support, the department formally requests approval to post and hire a Full-Time Athletic Operations Specialist. The department currently relies on one administrative assistant, one full-time clerical assistant, and two student workers to manage daily operations for one of the state's most successful community college athletic departments. These limited personnel are unable to meet the expanded operational requirements associated with increased teams, larger rosters, more competitions, greater compliance responsibilities, and higher logistical complexity.

Q3

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

Cuyamaca College Athletics has grown dramatically, both in size and operational complexity. With continued expansion on the horizon, current staffing levels are insufficient to maintain program quality, safety, compliance, and administrative integrity.

To sustain responsible program growth and protect institutional resources, the athletic department urgently requests approval to post and hire a Full-Time Athletic Operations Specialist.

This position is essential to:

- Maintain compliance
- Support Title IX expansion
- Improve operational efficiency
- Reduce institutional liability
- Enhance the student–athlete and coach experience
- Uphold the department's vision of being Athlete Centered, Coach Driven, and Science and Administration Supported

Q4

Replacement for an unfunded position

What type of position is being requested?

Q5

Respondent skipped this question

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

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)

Provide information and assist the director and student athletes to ensure compliance with the CCCAA, California Community College Athletic Association, California Commission on Athletics (COA), the National Collegiate Athletic Association (NCAA) Division I and II and other four-year institution rules and regulations. Greet office visitors and initiate and answer telephone calls, screen and direct calls and visitors to appropriate personnel, take messages as necessary. Perform data entry, generating reports from data stored on various student recordkeeping and administrative databases and other data maintenance procedures appropriate for assigned area; posting records, researching, compiling, recording and tracking information from a variety of sources. Prepare and maintain correspondence, memoranda, reports, requisitions, forms, and other materials; proofread and edit written materials to assure accuracy and completeness. Prepare letters that include confidential information regarding student-athletes. Provide information, coordinate activities and resolve problems between administrator, staff, students and the public. Coordinate communication and activities with other educational institutions, vendors, outside organizations and the public.

Q7

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

The current Administrative Assistant, Clerical Assistant with the aid of student workers share the task. However, student workers are limited to number of hours, type of work performed and ability to access sensitive information. The Administrative Assistant and Clerical Assistant often must break off from other critical task to accomplish the needs of the teams/coaches and vendors to meet deadlines. Often, there has been a great need for approved overtime due to the 'workload' issue.

Q8

Respondent skipped this question

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

Q9

Program or Service Area Potential for GrowthPlease 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 newprogram, service, or initiative; number of students served; number of appointments; number ofvisits; number of workshops; total overtime/comp time accrued, number ofhourly/intern/volunteer/work study in program/service area and services provided.**(200 words or less) (Rubric Criterion 2)

Cuyamaca College Athletics has experienced unprecedented program growth, expanding its total athlete population from 123 in 2023 to 238 in 2025—a 93% increase in just three years. This growth is driven by the addition of women's basketball and women's soccer, ongoing Title IX expansion efforts, and roster increases mandated to offset the impacts of California's AB 928 and evolving curriculum pathways such as IGETC.

While the athletic program has grown significantly, the operational staffing supporting these programs has remained unchanged. The department currently relies on one administrative assistant, one full-time clerical assistant, and two student workers to manage daily operations for one of the state's most successful community college athletic departments.

Q10

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.

Increase Equitable Access,

Eliminate Equity Gaps in Course Success,

Increase Persistence and Eliminate Equity Gaps,

Increase Completion and Eliminate Equity Gaps,

Increase Hiring and Retention of Diverse Employees

Q11

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

AKHE maintains its unique position at Cuyamaca as an instructional and business entity. Both entities take express focus and specialization to accomplish the college goals. In a response to IGETC and AB928, a direct recruitment of increased intercollegiate rosters is underway. Currently, we have grown from 123 athletes in 2022-23 to 238 athletes in 2024-25 with an expected number exceeding 2024-25 student athlete participation at the conclusion of the 2025-26 calendar year. With this increase, the workload has proportionately increased, yet the number of hours available by staff have not. The addition of an Athletic Operations Specialist will address all the college strategic priorities by creating an administrative team that can seamlessly meet the team challenges that often results in delays, mis-ques and unintentional errors that affect teams and student-athletes.

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)

The culture of Cuyamaca College athletics has noticeably changed during the previous three years. It is our goal to continue to grow, yet expand our abilities to seamlessly serve the coaches, teams and ultimately the student-athlete in a manner that their every need and expectation is met without notice. When student-athletes fully are able to focus on performance, the experience and a competitive environment without thought or concern to how it is provided, then we have done our job.

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

01/12/2026

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.

None
