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COMPLETE

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Page 1: Classified Position Request Form

Q1 Please enter the following:

Department	Career Education
Position Title	JOB PLACEMENT CASE MANAGEMENT SPECIALIST
Salary Range	CL-41
Annual Salary at Step B*	61,766.00
Hours/week and # of months	12 months 40 hr

Q2 Provide the following information for the new position or the increase in FTE for an existing position that is being requested, or the request to fill a vacant, frozen or defunded position:

Position classification and number	CSEA 41
Proposed FTE	1.0

Q3 Contract type **12-month****Q4** What type of position is being requested? **Position currently funded by grant funds****Q5** Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).**2019-20 Classification Position Request Form Final.docx (170.8KB)**

Q6 What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

Purpose of the Project:

The purpose of this project is to establish work-based learning and job placement functions at each college that will provide all students with a continuum of critical experiences and support to deepen classroom learning and facilitate employment. This RFA is specifically to hire a full-time case manager for the function of job placement at each of the ten community colleges. The SWP funding is performance-based and this project in particular is designed to impact the following metrics:

- Number of students employed second fiscal quarter after exit
- Number of students employed fourth fiscal quarter after exit
- Number of students employed in a job closely related to field of study
- Median earnings in the second fiscal quarter after exit
- Median change in earnings
- Attained a living wage.

Scope of Work: Employment placement is the function that supports students in identifying and securing jobs. This RFA is for the function of coordinating job placement at each of the ten community colleges.

Q7 Please address the following: 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)

This is a new position

Q8 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 Criterion 2)

2 New position has served over 500 students in less than 10 months with Work based learning opportunities previously unavailable. Creating new opportunities for industry engagement and student placement in work related experience activities along with opportunities for our community partners to collaborate with us and the students to the increase of our SWP metrics.

Q9 How would this position's main duties specifically support the institution's strategic priorities? Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less) (Rubric Criterion 3)

Cuyamaca is actively engaged in pathways work internally and in the region. The addition of a job placement case manager will fill a position in our new career services strategy. Career Services will be led by the CE instructional Division, in collaboration with counseling services. This new direction for Cuyamaca will build a focus on WBL and student success via job placement. The proposed Case manager position will support the expectation of the SWP metrics and the outcomes associated with successful student experience.

Q10 How will the position impact the ability of the program or service area to innovate and meet changing needs? (150 words or less) (Rubric Criterion 3)

Through the utilization of a job placement case manager as the single point of contact and voice for this work, Cuyamaca plans to bring all the efforts and many voices to a single focused light on student success. This alignment of initiatives will provide an increased focus on a continual collaboration point directed to our students, employers, and community. This single voice will then be directly linked to college efforts of increasing enrollment, retention, and placement of our students in the various career education pathways. Through this collaborative effort, Cuyamaca activities will support the regional metrics of increasing Course Enrollment, Employed two quarters after exit and Job closely related to field of study.

Q11 Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Division Dean
