

#6

**COMPLETE**

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Page 1: Classified Position Request Form

**Q1**

Please enter the following:

Department	<b>Athletics</b>
Position Title	<b>Athletic Operations Specialist</b>
Salary Range*	<b>30</b>
Annual Salary at Step B*	<b>\$49,236</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>40 hours per week and 12 months.</b>

**Q2**

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

Athletic Operations Specialist

**Q3**

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

Cuyamaca College athletics has grown by 44.5% in previous two years. It is expected to continue this growth trend for the foreseeable future. The current staff of an Administrative Assistant and Clerical Assistant can not keep up with the current workload and expected workload dedicated solely to athletics management of Cuyamaca's intercollegiate sports teams.

**Q4**

**Replacement for an unfunded 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).

**SHR%20Form%20Athletics%20Operations%20Spec.%2005-31-23.docx (23.7KB)**

**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)

Organize and manage day-to-day activities attributed to intercollegiate athletics  
Arrange travel accommodations for staff, teams and coaches.  
Order, inventory, equipment, uniforms and team athletic supplies.  
Work with coaches to create schedules, event personnel and create invoicing and payable ledgers.

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**Q7**

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

The current duties are being shared with the Administrative Assistant, Clerical Assistant and student worker.

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**Q8**

**Respondent skipped this question**

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

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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)

Currently, the Title IX reporting for student-athletes is 138. However, 2024-25 Cuyamaca has resumed two sports for under-represented genders (women's basketball and soccer). Combined, the two teams saw 32 women join and participate in the inaugural season.

The current staff continues to accrue overtime/comp time used to facilitate all the needs of the teams.

Staff burnout is of serious concern as, the amount of work and frequency of projects needing completion mandate long hours with the limited size of the current staff and growing athletic programs offered.

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**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**
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**Q11**

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

Cuyamaca Athletics is quickly being recognized as a college of sports excellence. The notoriety gained from recent conference, regional and state championships won will lend to greater recruiting pools and interest. Currently with the addition of our two newest under represented gender teams, we are leveling the playing field of sports opportunities which directly aids in all strategic priorities.

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**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 addition of an Athletic Operations Specialist shall lessen the workload on the current staff and ensure timely processes for coaches and teams.

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**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**

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**Q14**

Date of meeting (with dean/manager):

Date / Time

**12/13/2024**

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**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**

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