

**Program Review & Planning
Request for Contract Classified Position
2019-20**

**NOTE: This Word version of the form is for planning purposes only.
Please submit requests through the electric form linked in the
SurveyMonkey Program Review Module.**

Department	Career Education		
Position Title	JOB PLACEMENT CASE MANAGEMENT SPECIALIST		
Salary Range	CL-41	Annual Salary at Step B*	61776.00
Hours/week and # of months	40 per wk		

*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

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

Position classification and number:

Proposed FTE:

Contract type:

10-month

11-month

Xx 12-month

Seasonal (specify):

What type of position is being requested?

New general fund position

Replacement for a funded position

Replacement for an unfunded position

Xx Position currently funded by grant funds

Increase in the FTE for the position

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Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

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GROSSMONT AND CUYAMACA COLLEGE DISTRICT

CLASS TITLE: JOB PLACEMENT CASE MANAGEMENT SPECIALIST

CL - 41

SUMMARY:

Under the general direction of an assigned manager, the specialist will develop and execute a case management system to provide students with career readiness skills and employment preparation strategies. They will prepare students to obtain and retain positions as interns, co-op students, student workers, and permanent employees. The specialist collaborates with and is a resource to Career Education (CTE) departments and faculty to ensure that all program-related milestones and regional, district, and department goals are achieved.

ESSENTIAL FUNCTIONS:

Coordinate, develop and ensure compliance for all mandated requirements from the Strong Workforce Program.

Serve as a resource to faculty to embed learning strategies and practice-based experiences into coursework.

Collaborate regionally to develop best practices and procedures for the position.

Identify regional employer resources as facilitated by the Dean and employer advisory boards.

Be a resource to faculty to support and expand upon employer contacts and engagement.

Assess outcomes and procedures to develop systematic Work-Based Learning (WBL) policies for the institution.

Conduct employment preparation activities for students and faculty.

Develop and implement employment preparation and job placement activities.

Track and supply employment data to administration, faculty and students. Analyze and interpret data to produce reports, fact sheets, graphic presentations, and summaries of job placement outcomes.

Demonstrate sensitivity to and understanding of diverse socioeconomic, cultural, disability, and ethnic backgrounds.

Work closely with the Employer Engagement and Work-Based Learning (WBL) and Job Placement Workgroups, regional job developers, and industry sector leads to identify and post WBL and job opportunities.

Provide direct support to students, including information and guidance about requirements of specific occupations; job market trends; proper work habits; and techniques for competing for jobs, including appropriate dress, preparing resumes, and interviewing strategies.

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

3. How are the duties of the requested position currently being performed, if at all?
Interim position currently

How does the lack of this position impact the program or service area? **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, within

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) NA this is a new position**

4. 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 Criteria 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.

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5. How would this position's main duties specifically support the institution's strategic priorities?
1. Acceleration
 2. Guided Student Pathways
 3. Student Validation and Engagement
 4. Organizational Health

(200 words or less) **(Rubric Criteria 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.**

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?

(150 words or less) (Rubric Criteria 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.