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COMPLETE

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Page 1: Classified Position Request Form

Q1 Please enter the following:

Department	Engineering
Position Title	Engineering Lab Technician
Salary Range	\$53,460 -\$66,852
Annual Salary at Step B*	\$56,532
Hours/week and # of months	40 hours/week, 12 months

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	Science Lab Technician IV CL-38 (or Specialty Lab Technician IV CL-37)
Proposed FTE	1.0

Q3 Contract type **12-month****Q4** What type of position is being requested? **New general fund position****Q5** Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).**38 - SCIENCE LAB TECHNICIAN IV.docx (26.9KB)**

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

Management of Equipment

- o Maintains inventories of supplies and equipment in order to achieve department needs.
- o Orders supplies, materials and equipment to meet the needs of laboratory classes; receives supplies, materials and equipment and works with faculty to coordinate proper storage.
- o Consults with vendors regarding supplies, material and equipment needs.
- o Develops and implements protocols for training, calibration, adjustment and daily maintenance of standard and complex equipment found in scientific laboratories of a specific discipline.
- o Performs simple equipment repairs or arranges for major repairs of complex equipment or instrumentation.
- o Ensures procedures are in place and are followed for the safe handling, storage and disposal of hazardous materials. Develops and implements training protocols for faculty and staff regarding handling and storage of hazardous materials. Ensures that all hazardous materials are properly received, contained, labeled, stored and disposed.
- o Ensures that all local, state and federal laws and standards are met.

Support of Faculty

- o Assists faculty in the classroom to carry out complex exercises.
- o Assists instructors and students (as requested by instructor) in the use of complex instructional equipment, materials and supplies typically found within a discipline.

Support of Students

- o Leads discipline/ department research projects in areas of expertise.
- o Provides additional lab time/access to students to work on projects outside of instructional time.

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)

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

Many of these duties, particularly with respect to health, safety, organization, and storage are not being performed in any organized manner. What tasks are currently performed are done piecemeal by various full and part time faculty who have some knowledge, assisted by the lab technicians from natural sciences and biology, who have no training or knowledge in this area.

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

We often are forced to make our courses more theoretical rather than hands on which is a very poor option for training engineers. We have a lot of old equipment that no one has the time or skills to fix, and we also have a lot of new equipment that falls to the faculty to maintain. We have many lab classes that are now full and the instructors have no assistance helping students with complex, technical tasks.

What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

Currently we are misappropriating faculty time doing these technician type tasks at faculty pay rates, and we are asking lab technicians from other areas to do jobs they are not trained to do. This is both a misuse of resources and not the best way to manage our > \$400K worth of equipment.

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)

Engineering's enrollment has doubled in the last 5 years and continues to grow, but our classroom and laboratory space are all hand-me-down spaces from when science was still in the F-building. We represent a very modern field with lots of potential for glossy, PR-friendly growth, but our facilities look the garage of a hobbyist/hoarder. We serve 300 to 400 students a semester in a single combined lab/lecture space that looks like it was old in the early 1990s, and we have \$400k+ very technical equipment with no one explicitly designated to care for it.

In addition to all this we now have many part time instructors with no official person to assist/supervise their use of all this expensive, sensitive equipment. No one to support after class student projects. These deficits are hurting our equity, retention, and success number.

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)

Student Validation and Engagement

Instructors can spend less time concerned with the logistics of a lab and more time actually supporting students during and after lab. Labs in these disciplines are currently being reworked to introduce and reinforce basic and soft skills. Any changes to labs require technician support.

Additionally, over the past 5 years the engineering faculty has experienced above average turn-over of part-time faculty due to: 1) conflicts between industrial engineering careers and class-time and commitments 2) lack of meeting Cuyamaca's standard for teaching methods and practices 3) Cuyamaca's salaries are below average in San Diego County.

This turn-over results in additional time investments of full-time engineering instructors to show and teach the new part-time faculty how to operate/fix the equipment. A lab technician will allow the full-time engineering instructors more time to focus on student validation and engagement.

Guided Pathways

Position supports all of the curriculum improvements and the addition of sections so that students are able to access courses when they are needed to complete their pathways in a timely manner as well as the support of more active learning long-term projects done outside of class hours using specialized equipment. This position will allow us to do more crossover collaborations with other departments on campus such as art, graphic design, and anyone else interested in using our facilities, which will obviously require regular help and supervision.

Organizational Health

Position will support full-time faculty and allow them to maximize their resources to better support and participate in professional development, committees and other organization-level activities. This is also a very important health and safety concern! Currently we have no one monitoring this.

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)

We would very much like to have the premier community college engineering program in the county. Engineering is a very technical, varied, and complex field with a lot of sensitive and complicated equipment. Expecting our faculty to manage this as well as curriculum and instruction without a specialized technician is unrealistic and a poor use of resources. We have great enrollment and growth, this would be a big step in not impeding that in the future.

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
