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**COMPLETE**

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## Page 1: Classified Position Request Form

**Q1** Please enter the following:

Department	Chemistry/Biology
Position Title	Science Lab Technician II Biology/Chemistry
Salary Range	\$3731-\$4666 (per month FT)
Annual Salary at Step B*	\$3945/2 *10 = \$19,725
Hours/week and # of months	20 hours /week 10 months

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**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 Laboratory Technician II (level 32)
Proposed FTE	0.5

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<b>Q3</b> Contract type	10-month
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<b>Q4</b> What type of position is being requested?	New general fund position
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<b>Q5</b> Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).	Respondent skipped this question
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**Q6** What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

This will be a night position shared between biology and chemistry to work in the new laboratory building behind the H-building. We originally requested this position 2 years ago, and it was not funded because the new building was not yet done. Last year we came back with a shared daytime position which is currently operating during the day. At this point, we only have coverage in these labs until 6 PM. This person will cover both biology and chemistry classes the new lab building from 5:30-10:30 PM, with a 30 minute overlap between the day and night technicians to ensure continuity. The technician would perform all of the technician duties for biology and chemistry in that building during those hours.

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**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)

At this time, there is no coverage in these labs in the new building during night classes. There are two technicians in the H building that go downstairs to check on those labs during the night hours, and then they help out by cleaning up when the labs are done. This leaves both chemistry and biology without a technician for periods of time at night. With most of the labs starting at 7 PM, if instructors have needs, they will have to wait until the respective technician becomes available. The existing technicians have said that it is challenging to maintain appropriate coverage in both buildings. We do not have adequate coverage, and if at this point there was some type of accident, we would not have rapid coverage to take care of things. Both Biology and Chemistry classes have work that is done that could result in accidents for students, and we need to be sure that a staff person can be present quickly should a need arise.

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**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)

With the addition of the new Biology and Chemistry labs this semester, both Biology and Chemistry have added classes that have filled and we still have classes waitlisted. We were somewhat reserved in the number of sections that were added this semester because of concerns that the new labs might not be completed in a timely manner and because we only have daytime coverage. Now that they are in operation, it is likely that we might be able to add additional sections of classes in the evenings. At this point, without a technician to cover the labs in the new building, it is going to be problematic to add any additional classes.

**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)

The duties of this person are to ensure that we can operate enough lab classes so that students can stay on their academic pathway and complete their programs in a timely manner. When classes are not available, this will impact the student's ability to complete their program and transfer. When students cannot get classes at Cuyamaca they will go elsewhere.

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**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)

This position will allow Biology and Chemistry to grow their entry level course sections, thereby increasing the number of new students that can enter biology and chemistry programs. This should allow for growth the overall FTES for the departments. This is not an innovation position, but a position just to meet the basic required needs of the disciplines.

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**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**

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