

#16

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Biological Sciences
Position Title	Science Lab Technician II
Salary Range	32
Annual Salary at Step B*	\$40,630
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	10 month/40 hours

Q2**Replacement for a funded (vacant) position**

What type of position is being requested?

Q3

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

Science Lab Technician II.doc (101.5KB)**Q4**

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?(200 words or less)

This position covers the new lab building that was built behind the H-building and was completed last year. It covers both biology and chemistry labs in that building. The first semester we ran classes in that building there were 19 sections of biology and chemistry that were covered on Mon-Fri each week. This position is responsible for preparation of materials, set up, turnover and cleanup of the facilities and used materials. This position requires a background in general biology and chemistry since it covers both disciplines. Since we added this building we have been able to add additional sections of anatomy because we added this lab space. The position was being filled by a substitute employee in the position when labs were shut down last March. Since then we have not been running labs on campus,

Q5

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)

Right now there is no one in this position; since we are not running any labs we are doing ok; as soon as we start putting lab classes back in that building (Fall 21?) we must have this position in place. In order to get the labs back up and running, we should have someone hired by July 2021 at the latest. If we don't have this person, we cannot run the 19 sections of biology and chemistry classes that will be in that building.

Q6

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)

The new building behind the H building was funded by the HSI-STEM grant and contains one biology and one chemistry lab. The first semester we ran classes in the building, there were 19 sections of lab between biology and chemistry. Movement of some classes from H221 in bio and the two chemistry labs allowed us to increase the number of anatomy sections in biology, and also to increase the number of core chemistry sections. This helped to decrease the significant number of students who were waitlisted for those classes, although the number of waitlisted students in anatomy is typically enough to fill an additional two sections. The COVID shutdown of our lab classes has resulted in a situation where the substitute who was in that position was able to retreat to a 19 hour position in biology. Each of the labs holds approximately 30 students, so we are looking at this position serving approximately 570 students each semester. We do not see these numbers decreasing significantly over the next 5 years as the classes served by this position are core to both biology and chemistry majors and also for GE students who need to meet their science requirements.

Q7

Guided Student Pathways

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.

Q8

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

The courses served by this position are core to both biology and chemistry pathways for the college. If we do not have the ability to run these classes those pathways will not be available to students. We also serve a large number of GE students and the biology lab supports the class that most GE students take to meet their lifescience graduation requirement.

Q9

How will the position impact the ability of the program or service area to innovate and meet changing needs? (200 words or less) (Rubric Criterion 3)

This position really serves a core function for both biology and chemistry. The classes that this position will cover are fundamental to serving the college. If this position is able to handle the basic workload, that will allow our higher level technicians to develop more innovative labs as needed.

Q10

Please confirm that you have discussed this faculty position request with the dean or manager and that you understand that deans and managers will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Dean or Manager
