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**COMPLETE**

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Page 1: Classified Position Request Form

**Q1**

Please enter the following:

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

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**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)

We have lost 3 of our 4 biology technician positions since COVID hit. Two of them have been long time existing positions, and the third was in the hiring process to convert a 19 hour position to FT to cover the biology and chemistry labs in the new building behind the H-building. This position is required to support classes in the afternoons and evenings across biology. We run classes from 8 AM to 10 PM on Mon-Thurs, and 8AM to 5 PM on Fridays. Responsibilities of this position includes preparation of lab materials, set up and take down of materials, and coverage afternoons and evenings. Without this technician, we will be unable to run a significant number of lab classes that are required for our students to complete their programs. This has been a 10 month position in the past and it is anticipated that will continue to be adequate.

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**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)

The duties are not being performed at all at this time because we are not holding lab classes on campus; once we come back onto campus to conduct classes, this position will be absolutely necessary or we will have to cancel key classes that will allow students to transfer or obtain their degrees. We absolutely will not be able to survive with only one FT and one PT technician. At this time we do not have a technician who has the skills to prep and take care of the microbiology classes that we run. If we cannot run that class, all of our pre-allied health students will not be able to transfer.

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**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)

This position has covered all of our lab classes in biology that are from 2 PM to 10 PM. This includes Microbiology, Anatomy, General Biology, and Physiology. It requires expertise in Microbiology and then other general areas of biology. Without this position, we would not be able to run our evening lab classes which are in microbiology, anatomy, general biology and physiology. These classes fill every semester, and there are typically 6-8 sections of classes each semester that serve approximately 200 students. This position has been in place for over 5 years. We do not anticipate significant growth over the next 5 years, nor do we see any signs that the enrollments will drop in these afternoon/evening sections.

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**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.

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**Q8**

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

In order for students to earn their degrees or be prepared for transfer, we have to provide all of the classes that are needed in their pathways. This directly impacts the college's goals for providing guided pathways for students.

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**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 is a core position for the department. It is needed to allow us to perform our most basic functions. We have over 1000 students who are biology or pre-allied health majors and we need to provide complete pathways for them. Our technicians that we have now, even without covering daily classes, are still extremely busy, in many cases providing support services and building kits that are being distributed to students, but also doing many of the tasks that they do not have time to do during regular semesters because we are actually understaffed even when we are fully staffed at the levels we have been. We will not be able to exist without this position.

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**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**

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