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COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	BOT
Position Title	Specialty Lab Technician III
Salary Range*	Range 32
Annual Salary at Step B*	\$4,145
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hours/12 month

Q2

Current goal this position will directly advance/support

Replaces Specialty Lab Technician III which will be vacant in Spring 2023.

Q3

How will this position directly advance/support the goal listed above?

This will increase retention or hiring of diverse employees and successfully meet the goal.

Q4**Replacement for a funded (vacant) position**

What type of position is being requested?

Q5

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

C.32%20-%20SPECIALTY%20LAB%20TECHNICIAN%20III%20-%20OFFICE%20TECHNOLOGY.pdf (150.7KB)

Q6

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 is vital to the operation of the BOT lab and the success of the BOT program. This position is the glue between the students and the instructors. Having a person on site that a student can see in person makes so much difference to the student who often doesn't know where they can go for help or has difficulty articulating their concerns. This position provides consistency in the instructional support for all the classes and instructors so students have a similar experience across all BOT courses.

Q7

Please address the following: How are the duties of the requested position currently being performed, if at all? If duties are being performed by a grant-funded position, when will the grant end? How does the lack of this position impact the program's or service area's ability to serve students? ****The Classified Hiring Priorities Committee will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)**** (200 words or less) (Rubric Criterion 1)

This position has been held by the future FTF for the BOT department, for over 15 years. The lack of this position will significantly impact the program's ability to serve students. This position directly interacts with students, and increase student success, retention and persistence. This position is critically needed by the BOT department.

Q8

How has the demand for program/department services increased over the past 3 to 5 years? How have workloads in the program/department increased over the past 3 to 5 years? ****Please use both quantitative and qualitative data including, but not limited to: details of a new program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops; total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided.**** (200 words or less) (Rubric Criterion 2)

Demand for department services has increased over in the past 3 to 5 years. There is a significant variety of courses being offered by the department as well as growing enrollment and course offerings. Lab staff provide direct support for the courses to the students. The newest additional course is cross listed with Arabic Studies. It is required for the Arabic degree and that will continue to grow the demand for support. Additionally the department is supporting new courses at Bostonia Global High School for students completing college level coursework while still enrolled in high school. We will be severely compromised in serving our students and functioning without this role.

Q9

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.

Increase Equitable Access,

Eliminate Equity Gaps in Course Success,

Increase Persistence and Eliminate Equity Gaps,

Increase Completion and Eliminate Equity Gaps,

Increase Hiring and Retention of Diverse Employees

Q10

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

This position supports all of the college strategic goals. Lab technicians have fulfilled vital roles when conducting student outreach activities to support onboarding of students and students with enrollment issues. This technician role also highlights opportunities for students to complete multiple degrees or certificates when they are close. As students may encounter challenges in classes they regularly turn to the Lab technicians for support to successfully complete their courses, strengthening their confidence and supporting students as they strive for degree completion. The lack of this position leaves the department severely limited in its ability to serve the college strategic goals.

Q11

How will this position improve the student experience at Cuyamaca College?(200 words or less) (Rubric Criterion 4)

This position directly supports a positive student experience at Cuyamaca college through student interactions as challenges arise.

Q12

How many more students will the position serve, and who will it serve?(200 words or less) (Rubric Criterion 4)

Filling this soon to be vacant position will allow us to maintain our current level of service rather than leave BOT students struggling.

Q13

How will this position address college equity goals, as well as overall access, retention, and success?(200 words or less) (Rubric Criterion 4)

Lab technicians have fulfilled vital roles when conducting student outreach activities to support onboarding of students and students with enrollment issues. This technician role also highlights opportunities for students to complete multiple degrees or certificates when they are close. As students may encounter challenges in classes they regularly turn to the Lab technicians for support to successfully complete their courses, strengthening their confidence and supporting students as they strive for degree completion.

Q14

How will the program or service area measure the impact of this position on the student experience?(200 words or less) (Rubric Criterion 4)

We have already measured the impact of this position on the student experience. Data shows that student success, retention, and persistence all increased due to the support by this position.

This position is key to students having a strong positive experience with Cuyamaca College.

Q15

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

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

Q16

How could the process and/or CHPC guidance for preparing and submitting new classified position requests be improved?

Form seems adequate currently.
