

#3

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*	32
Annual Salary at Step B*	4,353
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 per week 12 month

Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

Replaces substitute Specialty Lab Technician III to permanent position

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 program 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? How does the lack of this position impact the program's or service area's ability to serve students? (300 words or less)

This position has been held 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 has increased student success, retention and persistence since its inception. Some of the duties involve: specialized and technical duties to assure efficient lab operations; provide information and assistance to students and staff regarding the use of computers and other equipment; assure the proper care, storage and security of assigned equipment, materials and supplies; operate a wide variety of modern and sophisticated office equipment such as computers and much more. This position is critically needed by the BOT Department.

**Q7**

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

We have a substitute position now

**Q8**

Respondent skipped this question

\* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

**Q9**

Please describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly?

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.

**Q10**

\* How has the demand for program/department services increased/changed over the past 3 to 5 years?

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.

**Q11**

\* How have workloads in the program/department increased/changed over the past 3 to 5 years?

Due the increased demand for the program, the workload has continued to increase in the past 3-5 years. As we increased classes it's increasing the workload for classes and the number of students requiring support.

**Q12**

\* How many more students will the position serve, and who will it serve?

This role will serve students directly primarily and support faculty leading the courses. In our estimate this will allow us to serve an additional three courses of students with room for limited growth

**Q13**

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**

**Q14**

Please explain how the requested position will support the college strategic goal(s) 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 to graduation. 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 in equitable access, success, completion, and diverse hiring and retention.

**Q15**

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

This position directly supports a positive student experience at Cuyamaca college through student interactions as challenges arise. Filling this soon to be vacant position will allow us to maintain our current level of service rather than leave BOT students struggling without regular support.

Lab technician 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 to graduation. As students may encounter challenges in classes, they regularly turn to the lab technicians for support to successful complete their courses, strengthening their confidence and supporting students as they strive for degree completion.

The program will measure the impact of this position on the student experience when we maintain and hopefully grow our enrollment and student success. This position is key to students having a strong positive experience with Cuyamaca College when they are unable to schedule appointments with Counseling, or when the only Full Time Faculty member in the department has full office hours.

**Q16**

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 about the division's priorities and needs to help inform and may impact the prioritization process.

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

**Q17**

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

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**Respondent skipped this question**