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COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Ornamental Horticulture
Position Title	Specialty Lab Technician III
Salary Range*	32
Annual Salary at Step B*	4353
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hours/week, 12-month

Q2

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

Hire a second OH Specialty Lab Technician III to meet the demands of our 9-acre site and our numerous hands-on labs that make use of varied specialized technology including pH and EC meters, light meters, motorized landscape equipment, compound and stereo microscopes, irrigation construction equipment, tree pruning and climbing gear, as well as many other specialized tools for the 8 areas in which our department offers certificates and degrees.

Q3

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

This position will directly advance the goal above because the goal is to hire this position. Creating and hiring for this position will also help with our goal of closing equity gaps in student success and retention as well as increasing enrollment in OH classes.

Q4

Additional general fund 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-%20ORNAMENTAL%20HORTICULTURE.pdf (162.8KB)

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)

Our current specialty lab technician has an incredible amount of work to do. He regularly has to claim overtime/comp time during our Saturday labs because of the length of labs and the need to prepare ahead of them and help to put things away after them. 23 of our 33 classes have a lab component and three additional classes that are not lab classes rely heavily on our field site and the plants and irrigation there. We rely heavily on student class technicians to help with labs but this results in a lack of consistency and continuity because they change from semester to semester and because our current Specialty Lab Tech III doesn't have the capacity to complete all of the tasks to set up for each lab we offer.

Q7

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

Currently our Specialty Lab Tech III is required to prioritize critical tasks and because we have a 9-acre field site, a new greenhouse, and a mix of new and old irrigation systems and clocks, he is spread out among a large number of competing priorities. Because of this, we are unable to properly maintain much of the equipment we need for our many labs. We are currently unable to implement an effective fertilization program for our nursery and several of our irrigation systems are not functioning well. We are losing many of the trees in our rare fruit grove because we don't have time to address the irrigation issues left after the natural gas leak. We are having a difficult time keeping up with weed management on site and have been unable to install new plant material for the trees and shrubs and annuals and perennials classes. Because of Strong Workforce funding, we are able to purchase many of the needed supplies and equipment for our labs, but because we are under-staffed, we are unable to fully realize the benefits of our equipment during our labs.

Q8

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

NA

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?

Our program was renovated and we have a new greenhouse. Additionally, during construction, some of our irrigation was damaged. Prior to our current Specialty Lab Technician, Paul Palacios, being hired, the department had two nearly full-time volunteers helping to complete the tasks required of the position. We no longer have volunteers helping with the field site at the extent that they have previously. We rely heavily on student lab techs to help set up for labs. Paul does support these students and the labs by helping to set up, but his attention is often divided among multiple labs and the extent of the work needed in our field site.

Q10

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

Our program enrollment started to decline in Spring of 2018 and fell below 200 class enrollments every semester after that until recently in Fall of 2022 when enrollment rose to 211 for the semester. Over the last three semesters, our enrollment has averaged 195 per semester. I believe we have the opportunity to grow OH enrollment and that the best way to ensure this growth is sustainable is to hire another Specialty Lab Tech.

Q11

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

John Thomas, our Program Coordinator has a huge number of tasks he is responsible for and reporting requirements seem to be growing and not declining. Paul Palacios, our specialty lab tech is almost entirely responsible for our 9-acre field site and preparation for our 23 lab classes. In the past, we have had nearly full-time volunteer support for field tasks. We currently do not have that support. I have often stepped in as an instructor to do much of the lab prep work for my classes because Paul is responsible for so many tasks in our department. We have had challenges with performing preventive maintenance and supplies ordering for lab equipment and consumables. Faculty and staff in the OH department have gone above and beyond to ensure students are well-served during labs but operating at the same pace and accommodating the increase in enrollments we anticipate does not seem sustainable for our small staff.

Q12

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

From Fall 2008 to Spring 2010, the OH department averaged 408 class enrollments per semester. From Fall 2010 to Spring 2015, OH averaged 336 enrollments per semester. Recently that number has fallen as low as 160 average from Spring 2020 to Fall 2021. We are beginning to come out of the pandemic decline in enrollment and I believe our program has the opportunity to build enrollment. I believe the key to building and sustaining higher enrollment numbers as well as providing more equitable retention and success numbers is heavily reliant on adding a second specialty lab tech so we are able to meet the needs of an increase in students.

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

A second Specialty Lab Technician III will increase equitable access in our 23 lab classes and the three classes that don't have labs but that rely heavily of plant material in our field site. The support of a second tech will help our department to close equity gaps in success and retention. OH has 8 different areas where students can earn a certificate or degree and in each area there is specialization of equipment and tools needed for lab success. A second lab tech will allow proper care for lab supplies and will make the equipment in our department accessible to all of our students.

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

Our program is heavily lab based and this position will help to ensure students get the most out of every lab they participate in while they pursue their goals. We will measure this through student success and retention and through closing equity gaps in our numbers.

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.

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.

I would like to be able to save this form as I work on it and not have to complete it in one go.
