#11

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	**Biological Sciences / Chemistry (Shared Position)**
Position Title	**Science Laboratory Technician II (Biology & Chemistry) Reclassification to Full-Time, 12-Month**
Salary Range*	**$3,582-$4,480 per month**
Annual Salary at Step B*	**$45,456**
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	**40 hours/week, 12 months (Currently 20 hours/week, 10 months, Chemistry Lab Technician)**

Q2

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

Biology Goals 1 and 2 on increase access and success and retention rates and the Chemistry goal to increase success and close equity gaps for Chem 120

Q3

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

This full-time Biology and Chemistry Laboratory Technician position directly advances the program goals of expanding access, improving retention, and reducing equity gaps across both departments.

For Biology, this position supports the goal to expand access to underserved populations to major-level classes by ensuring that 100-level gateway courses can be offered reliably during evening and summer terms, when many working and first-generation students can enroll. Without sufficient technical support, these critical laboratory courses cannot be scheduled, creating structural barriers to advancement for students from historically underserved backgrounds.

This position also supports Biology's goal to reduce equity gaps in retention and success by ensuring that laboratories are consistently prepared, safe, and instructionally aligned. High-quality, stable lab environments reduce frustration, improve learning conditions, and support student persistence in demanding 100-level courses that disproportionately impact students of color.

For Chemistry, this position directly supports the goal to reduce equity gaps and improve success in Chem 120 by enabling consistent, well-prepared lab experiences, which are central to student engagement and learning in introductory chemistry. Reliable lab support allows faculty to implement data-informed instructional improvements and ensures students have equitable access to the materials, equipment, and support they need to succeed.
Together, this position removes staffing-related barriers that disproportionately affect students in high-need gateway courses.

Q4

What type of position is being requested?

Increase in the FTE for the position, specify the position classification and number::
Increase in the FTE for the position (reclassification from part-time to full-time) Science Laboratory Technician II

Q5

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

C.32%20-%20SCIENCE%20LAB%20TECHNICIAN%20II.pdf (149.8KB)

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)

This request seeks to reclassify the current part-time Chemistry Laboratory Technician into a full-time, 12-month shared Biology and Chemistry Laboratory Technician position to meet the growing operational demands of both departments, particularly in the Annex laboratory spaces.

Laboratory instruction in Biology and Chemistry now requires a technician as early as 7:00 a.m. through as late as 10:00 p.m., requiring continuous technical support across multiple overlapping sections. This technician performs specialized, safety-critical duties that directly support instruction in Bio 120 (General Biology), Chem 120, and Chem 102, including preparing, setting up, and breaking down multiple laboratory sections each day across both departments.

Responsibilities include preparing chemical solutions, reagents, biological materials, cultures, and specimens; maintaining and calibrating laboratory equipment such as microscopes, balances, incubators, and glassware; and managing chemical inventories and hazardous waste in compliance with OSHA, EPA, and institutional safety regulations. The technician also supports instructors during live lab sessions by troubleshooting equipment, replenishing materials, and ensuring experiments can proceed safely and effectively. In addition, the position supports the development, testing, and rollout of new laboratory activities as curricula and course offerings expand.
Without this reclassification, one technician is currently supporting approximately 16 laboratory sections across two departments, while also attempting to prepare for early-morning labs and late-evening sections. This workload is unsustainable and creates risks to laboratory safety, instructional quality, and scheduling reliability. Rushed setups, delayed preparation, equipment downtime, and limited ability to add new sections are already occurring.
This staffing shortage directly restricts access for students, especially those who depend on evening and summer laboratory courses to stay on track for STEM, nursing, and allied-health pathways. Reclassifying this position to full-time, year-round is essential to maintain safe, consistent, and equitable laboratory instruction and to sustain enrollment growth in both Biology and Chemistry.

Q7

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

The duties of this position are currently being covered through a patchwork of overextended staffing. As a result, essential duties such as lab setup, chemical preparation, equipment maintenance, safety compliance, and next-day preparation are being handled in an unsustainable manner, often during gaps between classes, by staff working beyond their assigned hours, or by faculty themselves when no technician is available. This creates inefficiencies, safety risks, and inconsistent laboratory readiness.

During summer and peak enrollment periods, the lack of sufficient technician coverage forces departments to limit sections, delay preparation, or rely on short-term workarounds that are not sustainable. These stopgap measures directly impact students through delayed labs, reduced instructional quality, and restricted access to required courses.
The current staffing model no longer reflects the scale or complexity of laboratory operations. Reclassifying this position to full-time, year-round coverage is essential to replace temporary workarounds with a stable, safe, and equitable system of laboratory support.

Q8

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

NA

Q9

Program or Service Area Potential for GrowthPlease 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?- How has the demand for program/department services increased/changed over the past 3 to 5 years?- How have workloads in the program/department increased/changed over the past 3 to 5 years?- How many more students will the position serve, and who will it serve?**Please use both quantitative and qualitative data including, but not limited to: details of a newprogram, service, or initiative; number of students served; number of appointments; number ofvisits; number of workshops; total overtime/comp time accrued, number ofhourly/intern/volunteer/work study in program/service area and services provided.**(200 words or less) (Rubric Criterion 2)

Over the past 3-5 years, Biology and Chemistry have experienced sustained and accelerating growth, particularly in laboratory-based gateway courses that serve STEM and pre-Allied Health students. Biology summer offerings increased from 1.55 FTEF (Summer 2024) to 1.90 FTEF (Summer 2025) and are projected to reach 2.10 FTEF in Summer 2026. Spring Biology enrollment rose to 11.15 FTEF in Spring 2025 with continued growth planned for Spring 2026 at 11.8823. Chemistry summer offerings more than doubled from 0.38 FTEF (Summer 2024) to 0.93 FTEF (Summer 2025 and 2026), and Spring Chemistry increased from 5.20 FTEF (Spring 2025) to 5.75 FTEF (Spring 2026), with additional sections needed but currently constrained by staffing.
This growth has resulted in one technician supporting approximately 16 laboratory sections across two departments, spanning 7:00 a.m. to 10:00 p.m. Workload has expanded significantly due to increased lab preparation, safety compliance, and equipment maintenance demands, particularly in the Annex laboratories.
Reclassifying this position to full-time will directly support hundreds of students each semester enrolled in Bio 120, Chem 120, and Chem 102, enabling additional sections to be offered, reducing bottlenecks, and ensuring safe, high-quality laboratory instruction for working students, STEM majors, and pre-Allied Health pathways.

Q10

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

Q11

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

This position most directly supports the College's strategic priorities to Increase Equitable Access, Eliminate Equity Gaps in Course Success, Increase Persistence and Eliminate Equity Gaps, and Increase Completion and Eliminate Equity Gaps.

By providing full-time, year-round laboratory technical support for both Biology and Chemistry, this position ensures that high-demand gateway laboratory courses including Bio 120, Chem 120, and Chem 102 can be offered consistently across morning, evening, and summer terms. These courses are essential for students pursuing STEM, nursing, and allied health pathways, particularly working students and students from historically underserved backgrounds who rely on non-traditional scheduling to remain enrolled.

Without adequate technician staffing, laboratories must be limited, canceled, or delayed, creating structural barriers that disproportionately impact students who have the least scheduling flexibility. This position removes those barriers by ensuring that labs are safe, fully prepared, and reliably staffed, improving the quality of instruction and reducing course bottlenecks that delay student progress.

By supporting continuous access to required laboratory courses and maintaining consistent instructional quality, this position directly contributes to higher persistence, improved success rates, and increased completion for students across both Biology and Chemistry pathways.

Q12

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 will significantly improve the student experience by ensuring that Biology and Chemistry laboratories are consistently prepared, safe, and instructionally aligned, regardless of the time of day or term. With full-time, year-round technical support, students will experience fewer cancelled labs, fewer rushed or incomplete setups, and more reliable access to required laboratory courses that are essential for STEM, nursing, and allied-health pathways.

Because many Biology and Chemistry students are working, first-generation, or balancing family responsibilities, consistent evening and summer lab availability is critical to their ability to persist and complete their programs. This position ensures that students are not forced to delay progress due to staffing-related lab bottlenecks.

The departments will measure the impact of this position through:

*Increased number of laboratory sections offered in Biology and Chemistry

*Reduced lab cancellations, delays, and last-minute changes

*Improved faculty and student feedback regarding lab readiness and safety

*Higher course completion and persistence in Bio 120, Chem 120, and Chem 102

By stabilizing laboratory operations and expanding access to high-demand courses, this position will directly enhance instructional quality, equity, and student success across two of the College's most critical gateway disciplines.

Q13

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 and its priority relative to other requests within the division/department with my dean/manager

Q14

Date of meeting (with dean/manager):

Date / Time **09/02/2025**

Q15

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.

Respondent skipped this question