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COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Biology
Position Title	Science Laboratory Technician II (Evening Biology) Reclassification from 10-Month to 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 10-month Evening Laboratory Technician)

Q2

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

This position directly supports both of the Biology Department’s program goals to expand equitable access to high-demand laboratory courses and to reduce equity gaps in student retention and success.

Q3

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

This position directly supports the Biology Department’s program goals to expand equitable access to high-demand laboratory courses and to reduce equity gaps in student retention and success, particularly in 100-level Biology courses that serve as gateways to allied health and transfer pathways.

By ensuring that evening and summer laboratory sections can be safely and consistently offered, this position supports students who rely on non-traditional scheduling, especially working students, first-generation students, and students from historically underserved backgrounds so they can remain on track for degree completion and career goals.

**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 10-month to 12-month) of Science Lab Technician

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**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)**

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**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 existing 10-month Evening Biology Laboratory Technician position to a 12-month position in response to sustained enrollment growth, expanded evening scheduling, and significantly increased summer course offerings in Biology.

Biology laboratory sections now run as late as 10:00 p.m., with growing demand from working students and pre-Allied Health populations who depend on evening access. This technician is fully assigned to the H-Building to support multiple concurrent lab sections, leaving no flexibility for cross-coverage or advanced preparation during non-instructional months.

The Evening Biology Laboratory Technician performs specialized duties essential to student safety and instructional quality, including preparing, setting up, and breaking down laboratories for Anatomy, Physiology, Cell and Molecular Biology, and General Biology; maintaining and calibrating microscopes, incubators, and lab equipment; preparing reagents, cultures, and specimens; managing chemical inventories and hazardous waste in compliance with OSHA, EPA, and institutional safety standards; and supporting instructors during live lab sessions by troubleshooting equipment and specimen issues. The technician also assists faculty with the development, testing, and revision of new laboratory exercises as curricula evolve.

Without 12-month coverage, these responsibilities cannot be adequately completed during the summer, when increased lab offerings now require full operational support. The absence of summer technical staffing compromises lab readiness, equipment maintenance, safety compliance, and fall-semester preparation, and places unsustainable strain on existing staff.

The lack of year-round support limits the department's ability to offer summer and evening laboratory sections, creating course bottlenecks that delay student progress in high-demand pathways such as nursing, allied health, and transfer-level biology. Reclassifying this position to 12 months ensures safe, consistent, and equitable access to laboratory education while allowing the department to sustain enrollment growth and meet student demand year-round.

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**Q7**

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

Historically, summer offerings were limited and could be supported through short-term staffing solutions. However, Biology now offers significantly more summer lab sections due to enrollment growth and student demand. Without reclassification, the department cannot safely or sustainably support summer Biology labs, ensure proper equipment maintenance, or prepare materials for the Fall semester. The absence of increased summer technical coverage compromises lab safety, increases burnout among staff, and creates inequitable access to required courses for students who rely on summer enrollment to stay on track.

Reclassifying this position to 12 months is essential to maintain continuity of service, meet growing student demand, and ensure safe laboratory operations year-round.

**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 has experienced consistent growth in enrollment, evening sections, and summer offerings. In Summer 2024, there were 1.55 FTEF, Summer 2025 was 1.9019 FTEF, and Summer 2026 is planned at 2.1019. The expansion of summer lab offerings represents a structural shift rather than a temporary increase. Workload extends beyond the traditional academic year, requiring more year-round laboratory setup, breakdown, inventory management, and equipment maintenance.

Reclassifying this position will allow the department to sustain current summer offerings and responsibly expand them in response to continued demand. This position directly supports hundreds of students annually by preserving access to critical laboratory courses.

**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 request supports the College's strategic goals to:

\*Increase Equitable Access by sustaining evening and summer lab offerings.

\*Eliminate Equity Gaps in Persistence and Completion by preventing delays caused by limited summer access.

\*Increase Student Success through consistent, well-supported laboratory instruction.

Evening and summer courses are essential equity mechanisms. Without year-round classified support, students who depend on non-traditional scheduling are disproportionately impacted.

**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 reclassification improves the student experience by ensuring that evening and summer laboratories are consistently prepared, safe, and instructionally aligned. Students will experience fewer disruptions, improved lab readiness, and increased course availability. Impact will be measured through:

\*Sustained or increased summer and evening lab offerings

\*Reduced course bottlenecks

\*Student and faculty feedback

\*Improved persistence and completion metrics

This position is a high operational priority and is essential to sustaining current enrollment levels and equitable access.

**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 / Time

**09/02/2025**

Date of meeting (with dean/manager):

**Q15**

**Respondent skipped this question**

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.