

#12

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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 (Biology & Chemistry) Technician III   Reclassification from Science Lab Technician II
Salary Range*	\$4,958 -\$6,201
Annual Salary at Step B*	\$62,928
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hours/week, 12 months (Current )

Q2

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

This position directly supports Biology's goals to expand access to major-level pathways and reduce equity gaps in retention and success in 100-level courses, and Chemistry's goal to close equity gaps and improve success in Chem 120 through consistent, high-quality, data-informed laboratory instruction.

**Q3**

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

This position directly supports Biology's goals to expand access to major-level pathways and reduce equity gaps in retention and success in 100-level courses, and Chemistry's goal to close equity gaps and improve success in Chem 120 through consistent, high-quality, data-informed laboratory instruction.

This position directly advances these program goals by ensuring that high-demand Biology and Chemistry laboratories operate reliably, safely, and equitably at scale. By reclassifying this role at the correct level, the College ensures continued access to Bio 120 and Chem 120, and major-level Biology courses, which are the primary gateways for students entering STEM, allied health, and transfer pathways.

For Biology, this position enables consistent lab preparation, scheduling coordination, and equipment readiness across morning, evening, and summer offerings. These operational supports are essential for students especially working, first-generation, and historically underserved students to progress without delays caused by lab bottlenecks or cancellations.

For equity in 100-level success, this role ensures that all students experience well-prepared, fully supported laboratory environments, eliminating disparities caused by rushed setups, missing materials, or inconsistent lab quality, factors that disproportionately affect students of color in gateway STEM courses.

For Chemistry, this position supports improved outcomes in Chem 120 by guaranteeing that laboratory experiences are consistent, safe, and instructionally aligned with course redesigns and equity-focused improvements. Reliable lab infrastructure allows faculty to focus on teaching and student engagement rather than operational gaps.

In short, this position removes structural barriers that limit access, persistence, and success across both departments, directly advancing all three program goals.

**Q4**

What type of position is being requested?

Increase in the FTE for the position, specify the position classification and number::

Reclassification of Science Laboratory Technician II to Science Laboratory Technician III

**Q5**

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

**C.36%20-%20SCIENCE%20LAB%20TECHNICIAN%20III.pdf (148.9KB)**

**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 Science Laboratory Technician II (Biology/Chemistry) position to a Science Laboratory Technician III to accurately reflect the scope, complexity, and leadership responsibilities the incumbent is already performing. This position independently manages the Annex laboratory complex, which supports Bio 120 (General Biology), Chem 120, and Chem 102, serving 16+ laboratory sections per term across early morning, daytime, and evening schedules. The technician functions as the sole lead technician in this space, coordinating all laboratory operations without on-site supervision.

Duties extend far beyond routine lab preparation and include:

- \*Developing and managing complex lab schedules across two departments and multiple rooms
- \*Designing and implementing laboratory preparation protocols and workflows
- \*Training and supervising other lab technicians, student workers, and work-study employees
- \*Coordinating with faculty to pilot, revise, and implement new laboratory activities
- \*Maintaining compliance with chemical hygiene plans, hazardous waste regulations, and safety audits
- \*Managing inventory, procurement, and long-term equipment maintenance
- \*Troubleshooting laboratory failures and preventing instructional disruptions

These responsibilities align with Science Lab Technician III-level work, which includes independent lab management, technical leadership, staff training, and systems-level coordination, not the limited, task-based support associated with a Technician II role.

Because this position is misclassified, the College is currently underpaying work that is critical to institutional operations and student success. Without proper classification and retention of this highly skilled technician, the Biology and Chemistry departments risk losing the individual who ensures that labs run safely, efficiently, and equitably. Loss of this role or continued burnout would immediately result in lab cancellations, safety risks, and reduced student access to STEM and allied health pathways.

**Q7**

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

The duties of this position are currently being performed by the existing Science Laboratory Technician II working far beyond the scope of a II-level classification. Although officially classified and compensated as a Technician II, the incumbent is already performing the full operational, supervisory, and technical responsibilities of a Science Laboratory Technician III.

This individual independently manages the Annex laboratory complex, coordinates lab schedules for two departments, develops preparation protocols, trains and supervises other lab technicians and student workers, maintains safety compliance systems, manages inventory and purchasing, and works directly with faculty to implement new laboratory activities. These duties are being carried out without formal recognition, appropriate compensation, or staffing support, relying on the technician's extraordinary dedication and institutional knowledge.

In the absence of a properly classified Technician III position, the departments are depending on unsustainable overwork and informal workarounds to keep laboratories operational. This creates significant risk to lab safety, continuity, and instructional quality. If this individual were unavailable, there is currently no other staff member trained or authorized to assume these leadership-level technical responsibilities.

The current staffing model is therefore fragile and inequitable, and continued reliance on misclassified labor puts the College at risk of losing the technician who ensures that Biology and Chemistry labs function safely, efficiently, and at scale. Reclassifying this position formalizes the work already being done and stabilizes laboratory operations for students and faculty.

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**Q8**

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

NA

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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 five years, Biology and Chemistry laboratory instruction has expanded dramatically, particularly in high-demand gateway courses that serve STEM, nursing, and allied-health students. Biology summer offerings increased from 1.55 FTEF (2024) to 1.90 FTEF (2025) and are projected to reach 2.10 FTEF in 2026, while Spring Biology reached 11.15 FTEF in 2025 with Spring 2026 at 11.8823 FTEF. Chemistry summer sections more than doubled from 0.38 FTEF (2024) to 0.93 FTEF (2025–2026), and Spring Chemistry increased from 5.20 FTEF (2025) to 5.75 FTEF (2026).

This growth has created a high-complexity laboratory operation in the Annex, where one technician now manages 16+ lab sections across two departments, from 7:00 a.m. to 10:00 p.m., trains student workers and technicians, and coordinates scheduling, safety, and equipment across multiple rooms.

Reclassifying this position to Science Lab Technician III allows the College to stabilize and scale this operation. The position directly supports hundreds of students each term enrolled in Bio 120, Chem 120, and Chem 102, ensuring that additional sections can be offered, bottlenecks removed, and new labs implemented safely as demand continues to grow.

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,
- Increase Hiring and Retention of Diverse Employees

**Q11**

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

This reclassification 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 recognizing and stabilizing the Science Lab Technician III role, the College ensures that high-demand Biology and Chemistry laboratory courses, including Bio 120, Chem 120, and Chem 102, can be offered consistently across morning, evening, and summer terms. These courses serve as gateway pathways into STEM, nursing, and allied-health careers, particularly for working students, first-generation students, and students from historically underserved backgrounds.

Reliable, expert-led laboratory operations are essential for equitable student success. When lab preparation, safety systems, and equipment maintenance are handled at a leadership level, all students receive consistent, high-quality learning environments, regardless of section or time of day. This reduces disparities caused by rushed setups, missing materials, or inconsistent lab quality; factors that disproportionately impact students of color in introductory STEM courses.

In addition, reclassifying and retaining a highly skilled lab professional supports the College's goal to retain diverse, experienced classified staff, ensuring institutional knowledge, safety, and student-centered operations are preserved as programs continue to grow.

**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)

Reclassifying this position to Science Laboratory Technician III will directly improve the student experience by ensuring that Biology and Chemistry laboratories are consistently safe, fully prepared, and instructionally aligned across all sections and time blocks. Because this technician manages the Annex laboratories independently, proper classification ensures that students in Bio 120, Chem 120, and Chem 102 experience well-organized labs, functioning equipment, and uninterrupted instruction, regardless of whether they attend in the morning, evening, or summer.

Students, particularly working students, first-generation students, and those in nursing and STEM pathways, depend on reliable lab schedules and consistent instructional quality to stay on track. When laboratories are rushed, underprepared, or cancelled due to staffing gaps, students lose learning time and may be forced to delay their academic progress. Stabilizing this role at the correct level protects students from these disruptions.

The departments will measure the impact of this position through:

- \*Reduced lab cancellations, delays, and emergency adjustments
- \*Increased number of lab sections that can be offered in Biology and Chemistry
- \*Improved faculty and student feedback on lab readiness and safety
- \*Improved course completion and persistence in Bio 120, Chem 120, and Chem 102

By stabilizing laboratory leadership, this position ensures equitable, high-quality learning environments that support student success and long-term completion across STEM and allied-health pathways.

**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 **01/09/2026**

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.