



**Non-Instructional Position Request Form
2015-2016**

Range 34
2015-16

2015-16

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Laboratory Technician II
Division/ Unit: STEMPS: Physics, Engineering, and Geography

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- New position:
of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.
- Increase an existing funded position:
from: 9, 10, 11 month to: 10, 11, 12 month
from: 100% to: 100%
- New categorically funded position: (will be presented as information only & not ranked)
of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

The Laboratory Technician II for Physics, Engineering and Geography, Andrew Lozano, currently reports to the dean of of STEMPS, Lisa Everett. Duties include technical support in the laboratory, maintain lab equipment, create new experiment and demonstrations for class use.

a. Give some historical perspective of the changing workload over a 3-5 year period:
Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Workload unit 1=# Phys lab Students/year > 2010: = 246 2015: = 283 Change over that time is 15 %

Workload unit 2=:Engr lab Studens/year > 2010:= 190 2015: = 249 Change over that time is 31%

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-

- a. From the Fall 2015 Program review section D, Human Resources: “although our laboratory technician for physics and Engineering is doing exemplary work, the near doubling in the number of students and laboratory sections has made the task of repairing and replacing equipment, building new demonstration equipment, organizing, budgeting, and assisting instructors utilizing and properly maintaining hardware a task beyond the scope of one individual in a 10 month position. In addition, longer term maintenance and repair projects that are left unfinished during the busy Fall and spring Semesters can be completed in the summer.
- b. our LPC Planning Priorities; With the planned addition of summer session Physics 8A and 8A lab and/or physics 2A and physics 2A lab, the support needs of faculty and students will not be met unless the position is extended to 12 months.

3. What other alternatives have been considered in lieu of this position to meet programmatic demands?
Over the 2015 summer, the lab tech was given hours to repair, organize, work on projects that over the regular semester was unable to give proper attention do to increase laboratory and classroom load. The time allotted was useful, but only a small fraction of the projects were able to be completed.
4. What is the consequence of not funding this position?
 - a. We will not be able to offer a lab based course in physics or astronomy during the summer as is currently planned.
 - b. A large and growing number of projects will not be completed, and a large number of equipment items will not be repaired, wasting money for the department and the students.
5. Has this position or a similar position been presented to RAC previously and in what years? Explain.
This is the first time the project has been submitted for upgrade to 12 months.

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate <u>Increase</u> / Proposed Annual Salary Cost:	\$ 8,143	**NOTE** Full time = 20-40 hrs. per week or 50%-100%. Regular Hourly = 18 hrs. or less per week (<50%).
Estimate Benefits Cost: (50% of salary)	\$ 4,071	
Total Cost for Position:	\$ 12,214	

total cost of increase in position
JE

Reviewed by & Date SD 9/21/15
College Administrative Assistant, Office of Administrative Services

Important request deadlines for 2015/2016 (subject to change):
Mon., Sept. 14, 2015 request to Division Dean by end of business
Wed., Sept. 16, 2015 presented at Division Meeting
Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature
Thu., Oct. 1, 2015 deans will present to Resource Allocation Committee

Signatures:

Eric W. Harpell 9/14/2015
Requestor Date Submitted

Reviewed by:
Lisa Guertel R. B. B. B.
 Dean/ Unit Administrator Vice President