

NON-INSTRUCTIONAL POSITION REQUEST 2016-2017

Internal Use

#: 2016-09

Range 33

Requester Name: Titian Lish

SECTION 1: SUMMARY INFORMATION

Title of Position Being Requested:

Costume Lab Technician P/T

Indicate if this position or a similar position has been presented to RAC previously and in what years:

N/A

Position Will Reside in Division/Unit:

Arts and Humanities / Theater

A Current or Proposed District Job Description is attached:

Yes

No

The position is:

New

Number of Hours per Week: 20

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

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SEP 22 2016

VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

SECTION 2: JUSTIFICATION

Position Description/Function:

The Costume Lab Technician is responsible for the day-to-day operations of the Theatre costume shop and supervises all activities associated with the shop. The Costume Lab Technician is responsible for the maintenance and organization of the space, materials, tools, and chemicals used in costume construction; manages the training of students in the technical theater classes on how best to handle chemicals, such as bleaches, chemical dyes, powdered dyes, etc. The Costume Lab Technician is also responsible for the safe and sanitary storage of costumes and tools used in construction such as sewing machines, sergers, cutting tools, dye pots, and gravity irons; schedules students enrolled in technical theatre courses for costume lab use, instructs them in the technical aspects of costume construction and the proper and safe use of associated machinery. The Costume Lab Technician produces sketches, patterns from costume renderings, and verbal instructions; supervises others and/or performs designing, patterning, construction, assembling, and fitting of costumes for departmental productions; makes alterations generated from fittings and dress rehearsals; and ensures that costumes maintain their appearance.

Indicate To Whom Does this Position Reports:

Dean of Arts and Humanities

List other Personnel in the Unit:

Give historical perspective of the changing workload over a 3-5 year period:

Example:

<i>Workload unit 1 = # Bio/Chem lab students/semester</i>	>	<u>2010</u>	=	<u>900</u>
		<u>2015</u>	=	<u>1000</u>
<i>Change over time is:</i>			=	<u>11%</u>

<i>Workload unit 1 = # Tech Theater Students/year</i>	>	<u>2016</u>	=	<u>75</u>
		<u>2022</u>	=	<u>75</u>
<i>Change over time is:</i>			=	<u>0.00%</u>

<i>Workload unit 1 = _____</i>	>	<u> </u>	=	<u> </u>
		<u> </u>	=	<u> </u>
<i>Change over time is:</i>			=	<u>0.00%</u>

Comments:

Currently the program is running 4 productions per year, but in 2017 we plan on moving to 4 productions, a touring children's show, and 2 sets of students directed plays. The current hours request of 900+ per year is based on that production schedule, but could increase minimally if we return to 5 productions per year. However, as the CTE program is new, we aren't really able to project anticipated increase at this time.

SECTION 3: LPC MISSION, MASTER PLAN, AND ACCREDITATION

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position will have a positive impact on the LPC's Mission and Planning Priorities:

One of the college planning priorities is tutoring. As there is really no way for the college tutoring centers to provide direct tutoring in costume (or any active theater field) the lab tech can fill at least some of that educational void. This position will provide a massive amount of assistance in the CTE program and overall production courses. As one of the driving factors in college choices for theater students (production quality) our shows and tours serve as a strong recruiting force for the college and a career training ground for our theater artists and technicians. As a CTE program, we are dedicated to preparing our students for technical careers in the arts. Like with our stage tech and instructional assistant, a lab tech would mean providing the necessary support for curriculum in the CTE program.

Indicate how this position will have a positive impact on LPC's Educational Master Plan:

In just page 2 of the Master Plan, we discuss the need to respond to the needs of the ever-changing workplace. Having a lab technician support the learning needs of this changing industry serves not only the Master Plan, but also the theater students as a whole, with a safer, more modern, shop/lab space. Page 23 of the Master Plan acknowledges that this year alone, the Arts serve as the second highest employer in the Bay Area, with a consistent projected increase over the next 25 years. The more we can prepare our students in the CTE program for ALL fields in this area, the better. And we can do that by honoring Goal C (page 29) - by providing supportive organization resources (build staffing levels across the college to more effectively meet student needs (C3).

Indicate how this position will have a positive impact on Accreditation:

A recommendation for the college by the visiting team states: "To improve institutional effectiveness, the college should evaluate its faculty, staff, and administrative needs at all areas of the college and use the results of these evaluations to ensure an administrative structure, faculty, and classified staffing level that focuses on program needs and reflects the institution's purpose, size, and complexity. Additionally, the College should develop a comprehensive staffing plan at the programmatic level. (III.A.2, IV.B.2.A)." This suggestion twice suggests that staffing needs be evaluated at a PROGRAM level. Hiring a lab tech for our growing and highly public theater program would most certainly have a positive impact in this recommendation.

SECTION 4: PROGRAM REVIEW AND IMPACT

Indicate how this position will have a positive impact on your Program Review:

I am extremely proud of the progress in our program review over the last 3 years. We have accomplished so many of our educational goals, most importantly the creation and implementation of the CTE program. But with this program comes a greater responsibility to provide the utmost professional environment, in all technical fields, for our students. In the Program Review from 2013, we discussed increasing productions, amphitheater use, writing new a costume course, and a new technical theater degree. We have done all of those things, without the staffing resources. But, in order to move our programs beyond creation and into sustainability we need to invest in the people who can help the program along. The college has given us a Full-Time instructor but without a dedicated Lab Tech for our Costume Lab, this component of the program will continue to be woefully undermanaged. This year, we have 68 theater majors enrolled in our program so the more staffing we have to support the degree objectives of those students, the better. This year, our Program Review Update will focus on recruiting, retention and completion rates of our new degrees, as well as staff and facility improvements.

Indicate other alternatives that have been considered in lieu of this position to meet programmatic demands:

We have, for as long as the program has operated, hired out or used students for these needs on an annual basis. But as wages increase, and so too do our productions, it is putting an increasing burden on our program staff and students. We have attempted to use student work study, but the inconsistent schedule and minimal skill set of the FWS students have made the task of consistent management of the costume lab nearly impossible. Additionally, Christine Hornbaker, our stage technician, was originally earmarked for some of these duties, as part of her job description includes space and machine management. But as the Mertes Center is rented out for more and more events her hours are increasingly used by the college and not available for our needs.

Indicate the consequence of not funding this position:

Without this position our students will continue to have an incomplete understanding of the technical fields in the arts and how they can operate in them professionally. As our goal in the CTE program is to send extremely capable stage techs into the field, we have to have all of our bases covered. This include setting a professional standard in all of our lab spaces (lighting, design, and costume labs).

SECTION 5: COSTS*

Estimate Increase/Proposed Annual Salary Cost:	\$	<u>23,547.00</u>
Estimate Benefits Cost:	\$	<u>11,773.50</u>
Total Cost for Position:	\$	<u>35,320.50</u>

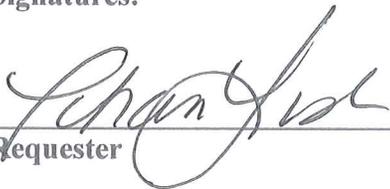
NOTE:

Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs below, requestor must contact College Administrative Assistant, Sharon Davidson, in the LPC Office of Administrative Services (ext. 1632).*

SECTION 6: REVIEWS

Signatures:


Requester

9/19/16
Date

Sharon Davidson
College Administrative Assistant
Office of Administrative Services

9/27/16
Date


Dean/Unit Administrator

9/19/16
Date

Rona Lurie
Vice President

9/22/16
Date

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LABORATORY TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, provide difficult instructional support assistance at the paraprofessional level to students and faculty to ensure effective and efficient teaching/learning in the area of assignment; assist in the preparation of materials and demonstrations for an assigned instructional area; operate and demonstrate use of specialized equipment, supplies, and materials; provide assistance to students within the assigned subject area; ensure that instructional laboratory facilities, instruments, and equipment are effectively, efficiently, and safely maintained; and may provide lead direction to student assistants.

Positions in the Laboratory Technician Class may be assigned a variety of assignments from those duties listed within the REPRESENTATIVE DUTIES section or a combination of those and other related work functions. Even though the same general level of difficulty and responsibility is found within each position, positions assigned to different disciplines are not interchangeable and each position has its own particular qualification requirements even though they are derived from a general minimum qualifications section. Each position is a separate and distinct classification as defined in Section 88001 of the Education Code of the State of California.

DISTINGUISHING CHARACTERISTICS

The Laboratory Technician is the journey level technical support position with responsibility for providing assistance to students and faculty within any of the labs in the District. Positions in the Laboratory Technician class are distinguished from the Laboratory Coordinator and Senior Laboratory Technician by the level of responsibility assumed. In comparison to the Laboratory Coordinator, positions at this level do not coordinate multiple and diverse labs and do not oversee the activities/assignments of other Laboratory Technicians. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit. In comparison to the Senior Lab Technician, positions in this class have limited involvement in budget activities and ordering of supplies and equipment, and do not provide lead supervision over other Laboratory Technicians.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist instructors in developing instructional materials within the assigned subject matter; prepare study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments; may assist in grading exams and maintaining related records.
2. Prepare for laboratory demonstrations; set up and assist students in the use of a variety of laboratory tools, equipment and instruments; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate proper care and cleaning procedures for laboratory tools and equipment.

Chabot-Las Positas Community College District
Laboratory Technician (*Continued*)

3. Provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving problems.
4. Maintain a clean and safe learning environment; clean floors, table tops, desks and furniture; perform routine and minor repairs on laboratory equipment; maintain, clean and test assigned equipment; ensure safety of laboratory and stocks; perform security inspection.
5. Maintain and perform routine maintenance and lubrication of equipment as necessary and ensure all power equipment supporting the living organisms is operable.
6. Maintain proper storage of hazardous waste; monitor and dispose of chemicals and chemical waste; maintain and file appropriate material safety data sheets.
7. Care for living plants, animals and cultures as assigned; follow procedures for the care of living organisms including procedures for handling contamination, disease, or pests.
8. Prepares displays on bulletin boards.
9. Participate in the ordering and maintenance of supplies, materials and equipment; store, discard and rotate materials according to standard procedures; receive, assemble and test new equipment.
10. Respond to inquiries and requests for information; answer phones; relay messages for faculty and staff.
11. May assist in the design and implementation of new laboratory equipment.
12. Train and provide work direction to student workers as assigned.
13. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics of laboratory apparatus, equipment and materials pertaining to assigned laboratory and subject area.
- Theories and applications of the assigned subject matter.
- Principles and practices of laboratory operations.
- Proper methods of storing equipment, materials and supplies used within the assigned laboratory.
- Standard federal and state laws that affect safety and health with particular reference to the assigned laboratory activities.
- Emergency first aid procedures.
- Operation, maintenance, repair, and calibration of technical equipment.
- Principles and methods of preventive maintenance.
- Methods, materials, practices and tools of equipment repair.
- Principles and procedures of record keeping and filing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Basic inventory and purchasing processes and procedures.

Chabot-Las Positas Community College District
Laboratory Technician (Continued)

Ability to:

1. Assist in the preparation of instructional materials and demonstrations for an assigned subject area.
2. Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.
3. Operate and demonstrate the proper use of specialized equipment, tools, supplies and materials.
4. Provide assistance to students on matters related to assigned laboratories.
5. Apply the techniques of precise measurement and notation.
6. Perform mathematical calculations and take measurements with accuracy and precision.
7. Safely store, label, re-stock, and dispose of chemicals and hazardous waste according to established procedures.
8. Analyze laboratory procedures and make constructive suggestions for improvement.
9. Safely and effectively maintain and repair a variety of equipment related to assigned subject matter.
10. Operate, understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.
11. Maintain the cleanliness of assigned laboratory.
12. Interpret and apply department policies, procedures, rules and regulations.
13. Ensure adherence to safe work practices and procedures.
14. Maintain an adequate inventory of materials for instructional programs.
15. Perform routine record keeping and report writing duties
16. Understand and follow oral and written instructions.
17. Supervise student assistants.
18. Work independently and collaboratively.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in the assigned instructional field.

Experience:

Two years of increasingly responsible experience working with materials and equipment in assigned instructional field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Chabot-Las Positas Community College District
Laboratory Technician (Continued)

Environment: Work is performed primarily in a laboratory setting; exposure to potentially hazardous chemicals, solvents, noise, dust, grease, smoke, fumes, noxious odors, and gases; work in or with water.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles and rubber or plastic gloves.

8/4/81;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional