

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2020-2021

Internal Use

#: 2021- 02

Requester Name: _____ **Division Name:** _____

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Position Will Reside in Division/Unit:

Indicate To Whom this Would Report:

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

The position is:

New

Number of Hours per Week: _____

Number of Months per Year: _____

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

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

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

And/or provide additional information supporting a need for this position and resulting impact on students or program:

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC PLANNING PRIORITIES:

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

Indicate how this position supports the College's mission and/or planning priorities:

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

- This need was described explicitly in a Program Review (Year_____).
- This need was implied in a Program Review (Year_____).
- This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost: \$ _____

Estimated Benefits Cost: \$ _____

Total Cost for Position: \$ _____

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

For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to SDavidson@laspositascollege.edu

SECTION 7: SIGNATURES

Requester

Administrative Services Technician

Sharon Davidson

Date - *click for drop-down*

Date - *click for drop-down*

Division Dean

Vice President

Nan Ho

Kristina Whalen

Date - *click for drop-down*

Date - *click for drop-down*

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.

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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.

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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