



Non-Instructional Position Request Form
2014-2015

Range 38
Position Request #11

Division/ Unit: BSBA

Position Classification Requested: LAB TECH 4

Please indicate if this is a request for / to:

- Fill a currently vacant position
Increase of an existing position
New position (20 hours per week, 12 months per year)

For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).

Table with 3 columns: Cost Category, Current Cost, Proposed Cost. Rows include Estimate Increase/ Proposed Annual Salary Cost, Estimate Benefits Cost, and Total Cost for Position.

SD 10/15/14

Justification:

Why is this position necessary?

The VWT and HORT programs require a vast amount of time and expertise to support the infrastructure of both disciplines. Currently, the LAB TECH 4 position, for a number of reasons is only supporting Horticulture while the viticulture and enology disciplines are completely unsupported.

The biggest issues at hand here are two:

- 1) The other programs that use the current LABTECH 4 position for support which is Auto and Welding. They seem to have a constant need for "support" which disallows any ancillary support...
2) The hours of the current LABTECH 4 position are 9-5pm while the VWT and HORT classes take place during late afternoon and evening hours resulting in NO SUPPORT during class labs.

What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and Accreditation Recommendations?

This position will support both VWT and Horticulture programs. There is an institutional responsibility for SAFETY.

There has been a need for a classified support position written into the program review for years now with no action taken due to a "non-hiring" status for positions like this.

The college's strategic plan should have a provision for SAFETY. It is within the Colleges, strategic plan for the VWT and HORT programs to thrive and support the local industries.

With a support position in place, the faculty will have more time for important responsibilities directly related to accreditation such as curriculum work, SLO's and assessments.

Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?

The individual will be based out of room 806 which is central to VWT and HORT. The person will report to the VWT Program Director/Faculty member. No equipment or facilities need to be budgeted.

What is the consequence of not funding the position?

There could be SERIOUS consequences if the position is not funded. The health and SAFETY of the faculty member is at SERIOUS risk. Without critical support the faculty member could risk loss of limb, sight, paralysis and even DEATH.

What alternative approaches have been considered in meeting the programmatic demands of this request?

There are NO other options.

How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?

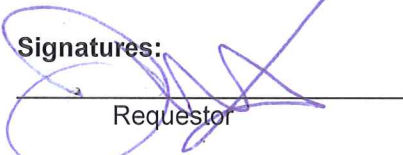
The students will be positively impacted by being provided with a thriving program that offers CTE education, readying them for workforce placement. The staff will be positively impacted by providing more programmatic curriculum and faculty to support. The faculty will be positively by knowing that our college takes action when the safety of their faculty is in question. And the community will be positively impacted by having a valued program that supports local industry and community needs.

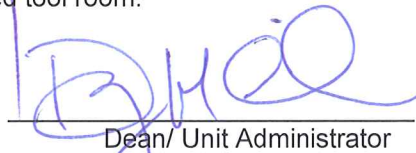
What other personnel currently provide support to this program and these students?

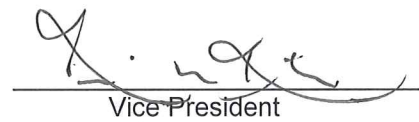
There is a LABTECH 4 position currently at 20hr per week that has stated that HORT is the only discipline that his position supports. The argument has been made that Viticulture is a "sub-set" of Horticulture (which it IS) but the current classified position is holding firm. There is little if any support at this time that has been given to Horticulture by this position.

- 1) The other programs that use the current LABTECH 4 position for support which is Auto and Welding. They seem to have a constant need for "support" which disallows any ancillary support (at ANY given time) to help the VWT or HORT faculty. There has been quite a bit of friction between faculty and it has been awkward and difficult to perform basic work functions for both the current LABTECH 4 position and the VWT/HORT faculty.
- 2) The hours of the current LABTECH 4 position are 9-5pm while the VWT and HORT classes take place during late afternoon and evening hours resulting in NO SUPPORT during class labs. Even accessibility to important tools is compromised by a locked tool room.

Signatures:


Requestor


Dean/ Unit Administrator


Vice President

Completed requests are due to your division Dean by the end of business on October 13. After review at the Division meeting on October 15, please forward to your respective Vice President. Completed requests are due to the Administrative Services Office by October 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on November 6.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

LABORATORY TECHNICIAN IV

DEFINITION

Under direction, perform a variety of detailed and varied tasks related to the operation of assigned laboratory facilities supporting multiple and diverse technical areas of instruction such as welding, automotive, electronics, vacuum technologies, and horticulture; prepare for laboratory demonstrations as assigned; ensure the safety of students and staff in the use of laboratory equipment and supplies; provide assistance to students in an instructional capacity as required; perform regularly scheduled maintenance of tools and equipment for each assigned area.

REPRESENTATIVE DUTIES

1. Assist instructors in multiple labs in the use and operation of equipment; familiarize new instructors with the organization of the preparation room, routine laboratory procedures, student operations and safety measures; assist faculty with the set up and organization of equipment for laboratory practical experiments, examinations, and demonstrations.
2. Train students in assigned discipline; assist students in performing experiments; demonstrate to students the correct use of equipment including proper safety measures and techniques.
3. Plan, organize and maintain laboratory equipment and supplies as needed to ensure high standards of classroom instruction within the area of assignment.
4. Oversee or perform regular scheduled maintenance and repair on tools and equipment for assigned instructional areas; design and fabricate new laboratory equipment as necessary.
5. Issue and supply students and instructors with materials needed for laboratory experiments.
6. Ensure the general cleanliness, orderliness, repair and safety of assigned laboratory facilities.
7. Ensure adherence to policies concerning security, safety and computer use within the assigned lab; evaluate and update policies as needed.
8. Isolate, neutralize and consolidate chemical and biological wastes; dispose of all chemical wastes and other potentially hazardous materials according to established laws and regulations.
9. Care for living plants, animals and cultures as assigned; develop procedures for the care of living organisms; perform preventative maintenance and ensure all power equipment supporting the living organisms is operable; perform irrigation system repairs.

10. Perform regular physical inventory and maintain accountability for instruments, supplies, equipment and instructional support materials.
11. Place supply orders; maintain account statuses with outside vendors, distributors, and service departments; maintain records of all program supply and capital outlay purchases; monitor accounts to ensure programs stay within allotted funds; expedite invoices from various vendors for multiple instructional area; insure all paperwork is recorded and routed to accounts payable.
12. Research information for and participate in the preparation of grant applications for instructional equipment; make recommendations as appropriate for use of the budget and new allocations.
13. Oversee testing of emergency and safety equipment and its serviceability; stock first aid supplies.
14. Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Instruments, machinery, equipment, tools, supplies, procedures and methods used in instructional laboratories supporting multiple and diverse technical areas of instruction.
2. Advanced theories and applications of all instructional areas to which assigned.
3. Operational characteristics of a variety of laboratory equipment and tools pertinent to the assigned instructional areas.
4. Principles and practices used in the maintenance, repair and fabrication equipment and tools pertinent to the assigned instructional areas.
5. Methods and techniques of disposing of hazardous materials and chemicals.
6. Advanced mathematical principles as applied to the assigned instructional area.
7. Basic principles and practices of student instruction.
8. Pertinent Federal, State and local codes, laws and regulations.

Skill to:

1. Correctly operate the instruments, tools, and equipment required for the assigned instructional areas.

Ability to:

1. Set up for various laboratory experiments for multiple and diverse technical areas of instruction.
2. Provide assistance to faculty in assigned laboratories supporting multiple and diverse technical areas of instruction.
3. Provide instructional assistance to students in multiple technical areas of instruction.
4. Ensure adherence to established safety procedures and regulations.
5. Maintain assigned laboratory tools, equipment, and machinery including diagnosing, analyzing, and correcting mechanical defects.
6. Perform mathematical calculations and take measurements with accuracy and precision.
7. Dispose of chemicals and hazardous waste according to established procedures.
8. Maintain assigned laboratories in a clean and orderly fashion.
9. Maintain laboratory supplies, inventory and associated records.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an Associates degree from an accredited college or university with major course work in the area of assigned instruction and four years of increasingly responsible experience in the operation and maintenance of instructional laboratories supporting multiple instructional areas OR an equivalent combination of education and experience which indicates possession of knowledge and skills to perform assigned duties.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid forklift certificate.

Possession of, or ability to obtain, an appropriate, valid asbestos certificate.

Possession of, or ability to obtain, an appropriate, valid hazardous waste handling certificate.

Possession of, or ability to obtain, an appropriate, valid first aid certificate.

OTHER REQUIREMENTS

Work in a sitting or standing position for extended periods of time; function with sufficient static strength, extent flexibility and manual dexterity at the level required to perform the representative duties.

SPECIAL CHARACTERISTICS

Ability to deal in an effective, tactful manner with the campus population. Good written and verbal communication skills as well as congenial personality to facilitate dealing with employees, program participants, and the public in general; ability to establish and maintain cooperative working relationships with those contacted in the course of work. Self-motivated and assertive individual.

PURPOSE OF CLASS

Perform a variety of detailed and varied tasks related to the operation of assigned laboratory facilities supporting multiple technical areas of instruction.

NOTE: This class specification is not necessarily all inclusive in terms of work detail.

Adopted by the Board of Trustees 7/11/00

Effective: 7/1/00

Job Family: Tech-Paraprofessional

(p:/Lab Tech IV)