



Non-Instructional Position Request Form
2014-2015 2015-2016

Range 34
Position Request #5

Division/ Unit: ALSS, Photography Program

Position Classification Requested: Lab Tech II- Photography 45% 10 mo.

Please indicate if this is a request for / to:

- Fill a currently vacant position (Must attach District job description; see Sharon Davidson for assistance)
- Increase of an existing position (Must attach District job description; see Sharon Davidson for assistance):
 - from: 9, 10, 11 month to: 10, 11, 12 month
 - from: _____ % to: _____ %
- New position (Must attach proposed job description):
 - # of _____ hours per week, # of _____ months per year

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

Estimate Increase/ Proposed Annual Salary Cost: (assume step 1 for vacant position)	\$ 16,915	**NOTE** Full time – 20 (.50%) to 40 (1.00%) hours per week Regular Hourly – 18 (.45%) hours or less per week
Estimate Benefits Cost: (40% of salary)	\$ 6766. 1692	
Total Cost for Position:	\$ 23,681. 18,607	

SD 10/17/14
SD Review / Date

Justification:

Why is this position necessary?

The Lab Tech II position is absolutely essential for the safe and effective running of the Photography Program's "wet"/traditional lab, digital photography lab, and the lighting studio. This position supports the students and faculty on the proper procedures and operation of equipment, machinery, and chemicals in the lab and studio areas. Some of this support includes demonstrating and ensuring the proper use of still and video cameras, tripods/stands, "hot" studio lights, strobes, tacking irons and a heated dry-mount press for mounting photographs, using trimmers, dryers for film and paper, processing film, and paper printing. On the digital side of the lab, the technician assists both students and faculty with digital post-production of still photography/video, printing with high-end digital printers, scanning and using color management tools. This position is responsible for monitoring the use of equipment in the lab/studio areas and provides the needed maintenance of the equipment.

A short list of Lab Tech II duties:

The technician handles the safe storing, use, and recycling of all hazardous waste. This includes arranging for chemical recycling and filing appropriate paperwork for use later.

Overseeing the digital equipment in the lab to insure proper usage; including computers, scanners, printers and monitor color calibration equipment. Operating high-end digital printers and scanners to assist students in printing their assignments.

The technician is responsible for monitoring all use of the Photo Department facilities. This includes supervised "open lab" use and can include lab time attached to classes.

The technician assists instructors with preparations for lab and studio demonstrations and for normal studio use.

The technician is responsible for ordering all supplies used in the lab and studio areas under the general direction of the full-time faculty member.

The technician is responsible for maintaining the checkout system for both loaned equipment and for equipment used in the studio.

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?

Providing a dedicated photo lab technician supports the Photography Program primarily. This position also benefits photo students who also take classes or are majoring in Visual Communication and Mass Communication. The institutional purpose of this position would be to facilitate the department's ability to provide adequate and safe access to the lab and studio for both students and faculty.

This position is described fully in the Program's Program Review narrative and request forms and helps the institution reach its goals by:

Promoting student access, retention, and success

Maintaining and enhancing an organizational climate that promotes a positive learning and working environment.

Creating and sustaining a learning community that encourages creativity and innovation.

Enhancing the internal and external perceptions of the college's commitment to educational excellence.

Providing appropriate technology and information to all members of the college community to enhance student success and expand student educational opportunities

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

The individual will work in the Photography Program's facilities currently located in building 300 (soon 700) on the LPC campus. The person will be monitored by the full-time faculty member and report directly to the Dean of ALSS.

What is the consequence of not funding the position?

Not having the services and support of the permanent part-time Lab Tech II could mean that the program will not be able to offer classes that students need to transfer, graduate, or accept employment in the field. Not filling this position would severely impact the program's ability to provide access to all students to a complete and comprehensive offering in the discipline – primarily "wet" photography courses. Many students come to LPC to get a full offering in both "wet" and digital photography. The industry tells us that it is essential for entry-level photographers to have basic skills in traditional processes.

Not providing a safe lab environment for students and instructors to use.

Possibly exposing the college to large fines for improper handling, storage, and disposal of chemicals used in the lab.

Equipment will not be maintained properly and in a timely manner and will continue to break down and remain unrepaired indefinitely. In house maintenance and repair is far more cost effective than out sourcing.

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

The very nature, responsibility, and scope of the position make it impossible to be done by instructors as part of their teaching assignments. Student Assistants or Interns should not be expected to assume the responsibilities or "risks" of the position.

We have considered other ways of filling the needs of the position such as using the above mentioned resources and while small tasks involved might be completed by carefully supervised individuals, the program would still need a dedicated salaried employee to monitor the work.

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

The program has between 225 and 300 students enrolled in any given semester. This position will positively impact these students and the 4-5 instructors by providing consistent professional and safe support for photographic lab and studio facilities.

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

The program recently has received some assistance from an hourly employee. The level of long-term program support that person is able to provide is limited by the very temporary nature of the part-time/hourly position.

Being the full-time faculty member I've been attempting to cover some of the more crucial duties of this position to ensure basic lab operations when needed. I will not be able to maintain this effort without hindering my duties as an instructor and program coordinator. That said, there are a number of routine maintenance and repair tasks that are not being handled; this will ultimately cost the college money.

Signatures:

Deanna A. Horvath _____
Requestor



Dean/ Unit Administrator



Vice President

Completed requests are due to your division Dean by the end of business on November 18. After review at the Division meeting on November 20, please forwarded to your respective Vice President. Completed requests are due to the Administrative Services Office by November 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on December 6.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

LABORATORY TECHNICIAN SERIES

DEFINITION

This class series specification describes classes which, under general certificated staff supervision, are used to perform moderately difficult tasks at the paraprofessional level in support of the instructional program in designated science and technical laboratories and central storerooms. The employee performs technical work, which includes handling of laboratory supplies and equipment and overseeing laboratory facilities. There is direct and daily contact with students and faculty, primarily in an instructional assisting capacity. Errors in decision could result in injury to self and others and/or damage to expensive instruments, equipment, facilities.

SERIES TITLES

Each class title within the series is formed by listing the Program after the Occupational Title. Examples are listed below:

Laboratory Technician - Biology
Laboratory Technician - Chemistry
Laboratory Technician - Technology and Engineering
Laboratory Technician - Sciences (Valley Campus)
Laboratory Technician - Technical (Valley Campus)

Positions in classes within the Laboratory Technician Class Series 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 in each class in the series, positions in different classes within the series are not interchangeable and each class has its own particular qualification requirements even though they are derived from a general minimum qualifications section. Each class within the class series is a separate and distinct classification as defined in Section 88001 of the Education Code of the State of California.

REPRESENTATIVE DUTIES

The Laboratory Technician:

1. helps instructors set up practical experiments, examination, and demonstration materials;
2. assists students in laboratory work;
3. prepares and refines laboratory experiments, kits, tools, and procedures, with precision and exactness;

4. plans, organizes, and maintains laboratory tool room and stockroom;
5. maintains supply of chemicals, preserved specimens, or other special materials; orders and stocks equipment and supplies;
6. cultivates and maintains living cultures, plants, and materials;
7. repairs, may calibrate, and maintains laboratory instruments, equipment, tools, and training aids; ensures safety of laboratory and stocks; performs security inspection;
8. updates laboratory preparation files; maintains files of microscope slides and instructional aids;
9. disposes of chemical wastes and other potentially hazardous materials;
10. prepares displays on bulletin boards;
11. performs physical inventory of instruments, supplies, and equipment;
12. may assist in the design and implementation of new laboratory equipment;
13. supervises student assistants;
14. performs other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. standard instruments, equipment, materials and supplies used in the particular instructional science or technical laboratory or central storeroom;
2. basic principles of the appropriate science or technical subject and the safety factors to be observed;
3. general modern procedures in records maintenance and inventory;
4. standard federal and state laws that affect safety and health with particular reference to the assigned laboratory activities;
5. emergency first aid procedures;
6. proper procedures for the assigned repair and maintenance of instruments and laboratory equipment used in the work area.

Skills in:

1. preparing demonstration and laboratory set-ups;
2. handling instruments, tools, supplies and equipment used in the work area;
3. assisting students in the proper use of the instruments, tools, materials, and equipment;
4. learning and applying the techniques of precise measurement and notation;
5. analyzing laboratory procedures and making constructive suggestions for improvement;
6. working cooperatively with others;
7. maintaining records;
8. following and giving oral and written instructions; oral and written communication;
9. supervising student assistants.

Education and Experience

Equivalent to completion of two years of course work at an accredited college or university with upper division course work in the instructional field concerned, including laboratory experience in the instructional field concerned and in maintenance repair and calibration of scientific and technical equipment and instruments; OR an equivalent combination of education and experience with faculty recommendation regarding competence in the knowledge and skills of the subject matter.

PURPOSE OF CLASS

To ensure that instructional laboratory facilities, instruments and equipment are effectively, efficiently, and safely maintained; and to provide support-type services to faculty and students.

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

8/4/81

Job Family - Technical Paraprofessional
(p:/lab tech series)