



Non-Instructional Position Request Form
2015-2016

RANGE 34
2015-08

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: Lab Tech II- Photography
Division/ Unit: ALSS, Photography Program

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 18 hours per week, # of 10 months per year.
Increase an existing funded position: from: 9, 10, 11 month to: 10, 11, 12 month
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 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.

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. 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 Photography Program full-time faculty member and report to the Dean of ALSS.

The Photography Program has one full-time instructor and three adjunct instructors.

Click or tap here to enter text.

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

Please keep in mind the whole Photography facility will be moving from one building to another in 2016. This relocation will require quite a bit of work to get the facility running smoothly afterwards.

Also, since the Visual Communications Program has not had a full-time instructor, the part-time hourly person has had to assist with caring for the shared digital lab, including cleaning and monitoring students left for open lab situations.

Workload unit 1=:Photography > 2012: 434 students 2015_: 391 students Change over that time is -10 %

Workload unit 2=:Click or tap here to enter text. > 2010:Click or tap here to enter text. 2015_: Click or tap here to enter text. Change over that time is Click or tap here to enter text.%

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

a. your Program Review Click or tap here to enter text.

Providing a dedicated photo lab technician supports the Photography Program primarily but also helps Visual Communications. 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

b. our LPC Planning Priorities; See Above #2a

c. other requirements or needs detailed in Master Plans or accreditation See Above #2a

3. What other alternatives have been considered in lieu of this position to meet programmatic demands?

Hiring part-time hourly worker might work temporarily for this position. 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.

4. What is the consequence of not funding this position?

Not hiring a committed classified part-time lab tech will severely limit the Photography Program's ability to safely and efficiently run the digital, wet lab and lighting studio areas. Lack of staff will negatively impact support offered to students and instructors while using all lab and studio facilities. No lab technician 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 Without this support position, adding additional events, additional initiatives, responsibilities and tasks will be difficult or impossible for the one full-time instructor.

Equipment may 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.

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)

Compensation, Fringe Benefits and Related Information

Salary: Classified appointments are made at the first step of the certified range on the appropriate salary schedule. Yearly salary increment advancement, for half-time or more regular classified employees only, are authorized to a maximum of five (5) steps. As required by State Law, Government Code Section 3546, membership in the classified union or payment of a service fee is required.

Pay Period: Classified, confidential & supervisory employees are paid once a month, on the last working day of the month.

Probationary Period: Classified personnel employed to fill a regular, established full-time position (half-time or more) and regular hourly positions, shall serve a probationary period of three hundred sixty-five (365) calendar days, beginning with the first day of service in a regular position. Confidential and supervisory employees serve a probationary period of 12 months.

Vacation: Regular classified & confidential employees (half-time or more) earn annual vacation leave in accordance with applicable provisions of the current Collective Bargaining Agreement. New full-time classified employees presently earn ten (10) vacation days per year. Vacation is pro-rated for regular part-time (half-time or more) and regular hourly classified employees. Confidential and supervisory employees earn eleven (11) days per year.

Holidays: Regular classified, confidential & supervisory employees receive fourteen (14) paid holidays per year and one (1) Floating Holiday (less supervisory and confidential employees). Paid holidays are pro-rated for regular classified part-time (half-time or more) and regular hourly classified employees.

Sick Leave: Regular classified, confidential & supervisory employees earn twelve (12) days sick leave each year. Sick leave is pro-rated for part-time (half-time or more) and regular hourly employees is pro-rated.

Workers' Compensation Insurance: All employees are covered by Workers' Compensation Insurance in the event of injuries and accidents which are determined to be work-related.

Social Security Insurance System: Each member of the classified service is covered by and required to contribute to the federal Social Security Insurance System.

Retirement: Regular classified & confidential Employees (half-time or more) become members of the Public Employees Retirement System (PERS) upon appointment.

Chabot Federal Credit Union: Available to all employees of the District.

Tuberculosis Examination: Before beginning employment, the successful candidate, at his/her own expense, must submit evidence (either skin test or X-ray report/certificate) of being free of tuberculosis.

Fingerprints: All classified & confidential employees will be fingerprinted at District expense.

Benefits: The following benefits shall become effective as of the first day of the calendar month following the month in which service to the District first begins. (For specifics, please refer to the SEIU Local 790/Collective Bargaining Agreement or Manual of Governing Board Policies, Rules, Regulations and Procedures.)

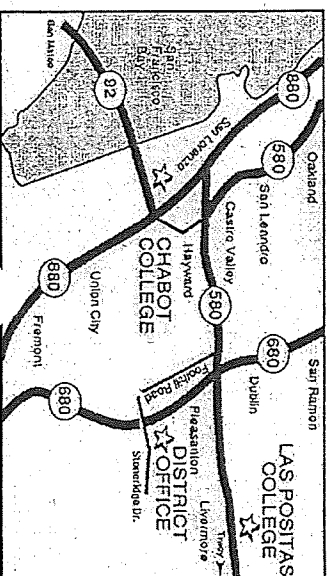
Medical, Vision, Dental Plans: If an HMO (Health Maintenance Organization) is selected, the district pays full cost for employee and dependents. If a PPO (Preferred Provider Organization) is selected, the District contributes an amount equal to the highest HMO premium and the employee pays the excess cost. Dental and vision plans are paid by the District for full-time employees and their dependents. Half-time or more regular classified employees employed for a period of nine (9) or more consecutive calendar months in the school year may choose to accept one or more of these benefits and pay the pro-rated cost. (These benefits are not authorized for regular hourly classified employees.)

Group Life Insurance: District paid life insurance for eligible regular classified employees (half-time or more pro-rated).

Salary Protection: Eligible classified & confidential employees working half-time or more are provided, at District expense, long-term disability insurance in the event of extended disability.

Chabot College and Las Positas College are two-year public community colleges for adults of all ages. The colleges have been created by the citizens of the Chabot-Las Positas Community College District to provide opportunities for them and their children to achieve a richer and more effective life through education; to channel talents and energies in the pursuit of higher education and marketable job skills; and to undergo retraining or pursue specialized skills and interests.

The Chabot-Las Positas Community College District is an Equal Opportunity Employer.



Invites Applications for

Laboratory Technician II (Photography)

Las Positas College
(#3CHU04)

Application Closing Date:

June 9, 2005

Chabot-Las Positas Community College District
5020 Franklin Drive
Livermore, CA 94588
(925) 485-5200

The Position

Chabot-Las Positas Community College District is seeking a Laboratory Technician II - Photography for Las Positas College in Livermore. This class specification describes classes, which under general certificated staff supervision, are used to perform moderately difficult tasks at a 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 setting capacity. Errors in decision could result in injury to self and others and/or damage to expensive instruments, equipment, facilities.

Assignment/Salary

The position is part-time, 18 hrs/wk, (45%). Typical schedule may include afternoon and evening hours, three days a week, 10 mo/yr, assignment will begin as soon as possible. The salary is \$17.80/hr. (Range 34, Funding: 10% College).

Minimum Qualifications

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 structural field concerned, including laboratory experience in the instructional field concerned and in maintenance repair and calibration of scientific and chemical equipment and instruments; OR an equivalent combination of education and experience with faculty commendation regarding competence in the knowledge and skills of the subject matter.

Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

Knowledge of: Standard instruments, equipment, materials and supplies used in the particular instructional area or technical laboratory or central storeroom; basic principles of the appropriate science or technical subject and the safety factors to be observed; general modern procedures in record maintenance and inventory; standard federal and state laws that affect safety and health with

particular reference to the assigned laboratory activities; emergency first aid procedures; proper procedures for the assigned repair and maintenance of instruments and laboratory equipment used in the work area.

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

Duties and Responsibilities

- Helps instructors set up practical experiments, examination, and demonstration materials;
- Assists students in laboratory work;
- Prepares and refines laboratory experiments, kits, tools and procedures, with precision and exactness;
- Plans, organizes, and maintains laboratory tool room and stockroom;
- Maintains supply of chemicals, preserved specimens, or other special materials; orders and stocks equipment and supplies;
- Repairs, may calibrate, and maintains laboratory instruments, equipment, tools, and training aids, ensures safety of laboratory and stocks; performs security inspection;
- Updates laboratory preparation files; maintains files of microscope slides and instructional aids;
- Disposes of chemical wastes and other potentially hazardous materials;
- Prepares displays on bulletin boards;
- Performs physical inventory of instruments, supplies, and equipment;
- May assist in the design and implementation of new laboratory equipment;
- Supervises student assistants;
- Performs other related tasks as assigned.

Address Inquiries and Applications To

ATTN: Human Resources
Chabot-Las Positas Community College District
5020 Franklin Drive
Pleasanton, CA 94588
24 hour Job Line (925) 485-5200
Web Site: www.clpccd.cc.ca.us

CLOSING DATE FOR APPLICATIONS:
June 9, 2005, 4:30 pm.

POSTMARKS NOT ACCEPTABLE.

The Application Process

The following must be submitted:

1. Official District Classified application form for: **Laboratory Technician II** use **position code (#3CHU04).**
2. A cover letter addressing qualifications for the position.
3. Resume of all professional preparation and experience.

Other extraneous material will not be considered.

Application Review Process

Applications from regular and probationary employees of this District will be reviewed prior to applications from the general public.

Selection Procedures

Applicants are evaluated by the appropriate manager and a review committee. Applicants determined to be the most qualified for the position will be invited for an interview at their own expense.

Posted 05/13/05