

# NON-INSTRUCTIONAL POSITION REQUEST 2017-2018

Internal Use

#: 2017-11

Requester Name: Jill Carbone, Adeliza Flores, and Mike Ansell

## SUMMARY INFORMATION

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

Lab Technician

Position Will Reside in Division/Unit:

MSEPS

Indicate To Whom this Position Reports:

Nan Ho

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

Spring 2014 (Eva Ng)

The position is:

New

Number of Hours per Week: 40

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: \_\_\_\_\_

## **SECTION 1: PROGRAM NEED**

### **What key responsibilities would this person assume?**

Programs supported include Anatomy, Physiology, Botany, Zoology, Cell Biology, and Microbiology, along with introductory and general education Biology Classes and General, Introductory and Organic Chemistry Classes. This is an extremely broad range of expertise and there will be as many as eight labs occurring at any one time.

Key responsibilities include but are not limited to: preparing reagents and media, setting up and taking down labs, taking care of live organisms, following safety protocols for chemical handling and hazmat disposal, communication to faculty and staff about lab protocols, minor repairs and maintenance of equipment and keeping inventory of reagents.

Preparation for “wet labs” is complex and involves many steps before the actual lab happens-- ordering supplies, handling living organisms, making solutions that can be dangerous or unstable, setting up delicate, complicated equipment, etc. Due to this complexity, laboratory technicians handle the lab preparation, support and waste handling in order for the instructors to focus on students. During labs, the technician may be called upon to replenish supplies, properly clean-up spills, help trouble-shoot problems, and help with accidents or other medical emergencies. At the end of each lab, the tech must remove the lab materials and supplies and properly dispose of waste and set up the next lab. Lab technicians work with roughly 30 instructors and 40 unique lab activities each week.

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

There is a Lab Coordinator and three other Lab Technicians during the school year. The Lab Coordinator and one of the Lab Technicians also works during the summer term.

This assumes that all of the positions are filled and that none of the four other lab technicians is not on medical, personal, or vacation leave. In reality, all five positions have been vacated in the last 18 months. We have had to fill in with inexperienced, temporary technicians until new hires are in place. We are constantly training new technicians or temps. Everyone needs to take vacation time, so there is always a deficiency there. We have also had lab technicians out for extended medical leaves. Even brief illnesses can leave labs unprepared, critical preparations incomplete, and put the remaining lab technicians, students, and instructors in unsafe situations.

Adding another lab technician will improve employee retention in this area. Lab technicians have left in the past because they were overwhelmed with the workload.

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (look to your program review). Please describe the metric you use to determine staffing needs in your program:

**Example:**

$$\begin{array}{rcl} \text{Metric} = \text{Students Served per semester} / \text{Full-Time Equivalent Employees} & 2010 & = & \underline{900/1} \\ & & & \\ & & & 2015 & = & \underline{1000/1} \\ \text{Increased demand over the past 5 years is:} & & & & = & \underline{11\%} \end{array}$$

$$\begin{array}{rcl} \text{Metric} = \underline{\text{bio \& chem students per sem/ FTE lab techs}} & 2014 & = & \underline{186} \\ & & & \\ & & & 2017 & = & \underline{272} \\ \text{Increased demand} & & & & = & \underline{46\%} \end{array}$$

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

$$\text{FALL 2014 RATIO : } (494 \text{ BIO} + 360 \text{ CHEM})/4.6 = 854/4.6 = 186 \text{ STUDENTS/FTE}$$

$$\text{FALL 2017 RATIO: } (793 \text{ BIO} + 456 \text{ CHEM})/4.6 = 1249/4.6 = 272 \text{ STUDENTS/FTE}$$

$$\% \text{ increase} = ((272-186)/186)*100 = 46\%$$

## **SECTION 2: STUDENT LEARNING AND SUCCESS**

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

The highlight of our Biology and Chemistry programs is the excellent hands-on experience we offer students in labs. We strongly believe that learning is a kinesthetic process where students learn by "doing" the science. Instructors work closely with lab technicians to provide cost-efficient, yet state-of-the-art scientific techniques and equipment for student use. We often hear from LPC alumni that it was their lab experience at LPC that best prepared them for transfer into a science program at a four year institution, for reasearch at a national laboratory, or for careers in industry. Lab techicians are instrumental in creating these lab experiences.

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

Over half of the Biology and Chemistry SLOs involve skills, techniques and material that students acquire in lab. Lab technicians are responsible for providing the these learning environments. SLOs are fundamental to Accreditation, as lab technicians are fundamental to the health of these programs.

The Program Review process and its relationship to resource allocation is a focus of Accreditation. The Chemistry and Biology Program Reviews have described the need for additional lab technician support for many years.

### SECTION 3: LPC MISSION AND PLANNING PRIORITIES

#### 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 supports the College's mission and/or planning priorities:**

##### Support of the College Mission:

Laboratory classes in Chemistry and Biology are required by students for transfer, degree completion and CTE pathways. The role of a lab technician is to create a learning-centered laboratory environment. They also support other educational opportunities such as open-houses (eg: Spotlight series), training student volunteers, industry and community visits, and honors research projects.

##### Support of LPC Planning Priorities:

This position would support the goal of the college to implement resource allocation processes according to demonstrated need through enrollment management data and Program Review.

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## **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

### **Please check one.**

- This need was described explicitly in a Program Review (Year 2016 and 2017).
- 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):**

This position is specifically requested in both the Biology Program Review and the Chemistry Program Review.

From the Biology Program Review Fall 2017:

Our laboratory coordinator/safety officer retired this fall and we have also lost three other lab technicians in the past year. This high turnover trend is likely to continue, and is stressful for the remaining laboratory technicians and the instructors. In addition, frequent lab tech turnover has a negative impact on the Biology and Chemistry programs as a whole. One reason is that these positions were recently downgraded from Lab Tech II to Lab Tech, without any faculty input or notification, with a resulting decrease in salary for new positions. An additional reason is that several of our lab tech positions are for part-time and/or 10 month employment. For this reason we will be submitting a non-instructional position request for both a full-time lab technician and a request to convert the current 10 month position to a 12 month position.

From the Biology Program Review Fall 2016:

In fall 2017 Biology and Chemistry plan to request a new lab technician. Since the last program review the biology and chemistry departments have both increased their offerings and the workload for the prep staff has increased. Our departments are in two different buildings. We have worked to use the buildings more +

## **SECTION 5: SAFETY (if applicable)**

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

Lab activities are essential but they can also be dangerous. Lab Technicians form a team with instructors focused on safety before all else. Things can go wrong in labs. When they do it is essential that we immediately take care of the students affected, call for help from campus safety, evacuate and manage students in the classroom, warn nearby classrooms, those upstairs and in nearby facilities like the Library and the Child Development Center, clean up the spill or literally put out the fire all at the same time. We have always had a policy that there would be at least one lab technician in each science building to support the eight lab rooms at all times--from the first lab at 7:30am to the end of night labs at about 10pm.

SECTION 6: COSTS\*

Estimated Increase or Proposed Annual Salary Cost: \$ 48,507  
Estimated Benefits Cost: \$ 24,253.50  
Total Cost for Position: \$ 72,760.50

**NOTE:**

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

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

SECTION 7: REVIEWS

**Signatures:**

Phil Ansell  
Requester

10/17/17  
Date

Nan H.  
Dean/Unit Administrator

10-16-17  
Date

Sharon Davidson  
College Administrative Assistant  
Office of Administrative Services

10/24/17  
Date

[Signature]  
Vice President

10/24/17  
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.



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**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