

March 15, 2022

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

**This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: _____

Department: _____

Time (FTE): _____ Term (months/year): _____

Work Schedule (Days, Hours): _____

Salary Schedule (Range): _____

Background and Rationale (use back of form if additional space is needed): _____

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

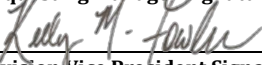
Account Number(s): _____ % Amount \$ _____

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:1.  _____
Requesting Manager Signature3/28/22
Date2.  _____
Division Vice President Signature3/28/22
Date3. _____
Chief Compliance/Budget Officer Signature_____
Date☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. _____
Signature of President/CEO_____
DateContinued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

Newly Funded Position Fiscal Year _____

No Existing Job Description
(Attach Draft of **New** Job Description)☐ Classified Confidential
☐ Supervisory Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS

1.000	UA	79	3	12	Lab Tech - Observation Lab		100.00%	60,442	36,824	97,266	<i>Unknown Funding</i>
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LABORATORY TECHNICIAN - CHILD DEVELOPMENT OBSERVATION

DEFINITION

Under general supervision, provides technical and instructional support services for faculty and students; provides orientation sessions, prepares and sets up child observation laboratory, instructional materials, and supplies; assists faculty and students in the use and operation of observation equipment and materials related to the College's Child Development discipline.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Provides technical and functional direction and training to staff and temporary employees.

CLASS CHARACTERISTICS

This is a journey-level in the Child Development Observation Laboratory class series responsible for conducting a variety of technical and instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory technician classifications by having subject matter expertise in the College's Child Development program, equipment, and materials.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides technical and functional direction and guides students enrolled in Child Development courses with assignments requiring child observation or early childhood classroom observations.
2. Prepares and sets up laboratory environment, organizes, arranges, stocks supplies and distributes materials; monitors and maintains equipment and supplies.
3. Maintains laboratory usage schedules; enforces lab code of conduct all lab users observer.
4. Trains, assists, and monitors students, Child Development faculty, and Child Development Center (CDC) staff use of lab equipment.
5. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
6. Creates and modifies various computer files.
7. Downloads, stores, and prints photographs for CDC educational use; monitors operating status of cameras and observation equipment; troubleshoots and reports technical problems.
8. Maintains facilities and computer equipment and peripherals, such as monitors, video and camera systems and computer terminals; ensures proper storage of laboratory equipment; ensures work areas are maintained in a clean and orderly condition.
9. Diagnoses problems related to laboratory, performs remedial actions to correct problems, and/or recommends and determines solutions.
10. Assists in CDC data collection for observational use (i.e. children's photo rosters, height, and weight).
11. Assigns focus children based on criteria, including children's age, children's schedule, students' schedules, students' observation course and assignments, children's special needs (if applicable), and the CDC classroom schedules.
12. Maintains confidentiality of students', children's, and staff information, documentation, and discussion shared in the lab.
13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.

14. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authority as necessary.
15. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the College's Child Development Program.
3. Child Development Center Licensing requirements.
4. Occupational hazards and standard safety procedures.
5. Methods, practices, and techniques of student learning and instruction.
6. Modern office practices, methods, and computer equipment and applications related to the work.
7. Record keeping principles and procedures.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
9. Techniques for providing a high level of customer service by effectively interacting with the public, students, and College staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

1. Participate in addressing gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.
2. Communicate the College's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.
3. Participate in providing resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Operate, maintain, and troubleshoot technical systems including, but not limited to computers, cameras, audio/visual systems, and lab equipment.
5. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
6. Establish and maintain a filing, record keeping, and tracking systems.
7. Organize own work, set priorities, and meet critical time deadlines.
8. Communicate effectively through various modalities.
9. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
10. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an Associate's degree from a regionally accredited college in related field and two (2) full time equivalent years of experience working in a child development center or similar setting.

Preferred Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR
2. Experience with participation in programs relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses and Certifications:

1. Current immunization against influenza, pertussis, and measles/mumps/rubella.
2. The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a child observation laboratory and use standard office equipment, including a computer; to operate a motor vehicle to visit various College sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in a child observation laboratory which requires standing and walking between work areas frequently. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, and communicable diseases. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.