

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: Laboratory Technician II- Biology

Department: Biology

Time (FTE): 1.00 Term (months/year): 12 mos.

Work Schedule (Days, Hours): Monday - Friday 12:00 pm - 8:30 pm

Salary Schedule (Range): CA86

Background and Rationale (use back of form if additional space is needed): To prep and support Biology lab classes.

The Biology department has the largest offering of different lab courses and highest number of sections on campus. It is imperative to maintain at least the current level of tech support in order to run the lab classes to meet student needs for completion.

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): 11000-313500-221000-040100 100 % Amount \$ \$113,967
Account Number(s): 40100-2200 86,235 % Amount \$ -86,235

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 Signature	<u>Denise Bailey</u>	Date	<u>4/21/23</u>	4. Human Resources Signature	<u>Jika Davis-Harris</u>	Date	<u>5/17/2023</u>
2. Division Vice President Signature	<u>Kelly M. Fowler</u>	Date	<u>May 2, 2023</u>	5. Vice President, Human Resources	<u>Sokkharong</u>	Date	<u>5/18/2023</u>
3. Chief Compliance/Budget Officer Signature	<u>Bess Boxc</u>	Date	<u>05/10/23</u>				

☒ Funding available ☐ Funding not available Position Number: CA9693 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO William J. Smagun Date May 23, 2023

LABORATORY TECHNICIAN II – BIOLOGY

DEFINITION

Under general supervision, provides instructional support services for faculty and students of the Biological Sciences program; prepares and sets up laboratory exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the Biological Sciences program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises no direct supervision of staff. Provides technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is the full journey-level in the Laboratory Technician – Biological Sciences class series. Incumbents at this level are capable of performing the full range of activities related to Biological Sciences programs. 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 the work unit. Incumbents use independent judgment in carrying out assigned laboratory activities. Successful performance of the work requires knowledge of applicable regulations, policies, analytical methods, and quality control/quality assurance procedures associated with assigned responsibilities. This classification is distinguished from other laboratory technicians by having subject matter expertise in biological sciences.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Prepares and sets up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
2. Provides instructional support services for the Biological Sciences program; performs instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
3. Operates, demonstrates use of, and maintains various laboratory equipment and materials, including lab solutions, live and preserved specimens, and dissecting equipment.
4. Prepares and sterilizes instruments and solutions.
5. Cleans and ensures proper storage of laboratory equipment; ensures laboratory and work areas are in clean and orderly condition.
6. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
7. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
8. Trains and directs the work of student workers.
9. Submits work orders for maintenance and repair of equipment and facilities.
10. 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.
11. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Biological Sciences program.
2. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in biological sciences courses.
3. Set-up, operation, demonstration, and maintenance of various tools and equipment used in biological sciences.
4. Methods, practices, and techniques of student learning and instruction.
5. Modern office practices, methods, and computer equipment and applications related to the work.
6. Record keeping principles and procedures.
7. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Explain and apply principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the Biological Sciences program.
2. Assist students and faculty in the use and operation of equipment and materials related to the Biological Sciences program.
3. Create an engaging and positive learning environment in a laboratory or other learning environments.
4. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the Biological Sciences program.
5. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
6. Estimate and order required supplies and equipment.
7. Establish and maintain filing, record keeping, and tracking systems.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. 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 biology or related field and three (3) full time equivalent years of experience working in a classroom, laboratory, or similar setting, or two (2) full time equivalent years of experience equivalent to the Laboratory Technician I – Biology; OR

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in biology or related field and one (1) full time equivalent year of experience working in a classroom, laboratory, or similar setting.

Preferred Qualifications:

A Bachelor's degree from a regionally accredited college or university.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied lab equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in a laboratory/classroom and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, allergens, and hazardous physical substances. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.

Amended: 4/2020