

June 27, 2023

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: Lab Technician II, Biological Sciences

Department: Natural Sciences Division-Biology

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): 40 hours/week

Salary Schedule (Range): A-86, Step 3

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

See attached memo

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):	17233-371031-241000-493000-2200	41.9		48,044
Account Number(s):	17233-379000-232000-660000-2100	23.2	% Amount \$	26,533
Account Number(s):	17233-422000-143000-631000-1200	34.9	% Amount \$	40,000

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:

Denise Bailey  
1. Requesting Manager Signature  
Digitally signed by Kelly Fowler  
Date: 2023.06.26 12:31:53 -0700  
Kelly Fowler

6/26/23  
Date

4. Human Resources Signature Date

2. Division Vice President Signature Date

5. Vice President, Human Resources Date

3. 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 ☐ Modified

If position does not have funding, provide funding directions:

Rationale:

6. Signature of President/CEO Date

☐ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable):  
Last day of employment:  
Reason for vacancy:  
(Attach Existing Job Description)

☒ Newly Funded Position Fiscal Year 2023-24  
☐ 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: SEAP Ongoing Budgets

**MT SAN ANTONIO COLLEGE  
SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	AGGT	PROG	ACTIV	ACCOUNT PERCENT	FY 23-24	Funding Source/Comments
<b>PROPOSED NEW POSITION</b>														

1,000	A	86	3	12	New - Lab Technician	17233	313500	221000	040100	2200	100.00%	114,577	SEAP Funded New Org. Will be part of the Academic Support
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**TO BE FUNDED WITH THE FOLLOWING EXISTING SEAP ONGOING BUDGETS**

Art Lab Design	17233	371031	241000	493000	2200	22,178	SEAP Funded
Art Lab Design	17233	371031	335000	493000	2200	1,000	SEAP Funded
Art Lab Design	17233	371031	351000	493000	2200	335	SEAP Funded
Art Lab Design	17233	371031	361000	493000	2200	1,011	SEAP Funded
Art Lab Design	17233	371031	381000	493000	2200	2,009	SEAP Funded
Research Professional Expert	17233	379000	232000	660000	2100	37,558	SEAP Funded
Research Professional Expert	17233	379000	335000	660000	2100	561	SEAP Funded
Research Professional Expert	17233	379000	351000	660000	2100	188	SEAP Funded
Research Professional Expert	17233	379000	361000	660000	2100	567	SEAP Funded
Research Professional Expert	17233	379000	381000	660000	2100	1,126	SEAP Funded
Off-Campus High School	17233	422000	143000	631000	1200	39,354	SEAP Funded
Off-Campus High School	17233	422000	311000	631000	1200	7,517	SEAP Funded
Off-Campus High School	17233	422000	335000	631000	1200	571	SEAP Funded
Off-Campus High School	17233	422000	351000	631000	1200	20	SEAP Funded
Off-Campus High School	17233	422000	361000	631000	1200	582	SEAP Funded
<b>TOTAL</b>						<b>114,577</b>	

**DIFFERENCE**

**Note:** The New Lab Technician will be a full-time CSEA 262 position. It will be initially funded with SEAP discretionary funds. Discretionary budgets are not increased by COLA. The creation of a new CSEA 262 position full-time position will have increases in salaries, cost of health and welfare, and step/column progression in future years.



**To:**

**From:**

**Date:** June 22, 2023

**Subject:** Request to Fill - Full-time Lab Technician II, Biology

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The NSD/Biology Department is requesting a full-time Lab Tech II, Biology to provide additional labs for impacted Biology sections and to provide access to CBE students. The funding is a reorganization of SEAP funds with no increase to the ongoing budget or allocation. Fiscal Services has done the analysis, which is attached along with the RTF.

The new Lab Tech II-Biology will support and allow for additional evening and weekend sections to serve our "non-traditional" underrepresented students. It will also serve an important role by providing on campus labs every weekend for students enrolled in the CBE Kinesiology program so they can complete their lab competencies. This is especially true for our many impacted biology classes, where first-generation college students have been less likely to enroll and register early and less likely to request assistance from the chairs and deans if/when they can't get into full classes. The position has been in the NSD/Biology Department's PIE request for multiple years to support growth.



## **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