

February 13, 2024

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 I - TV/Film

Department: Commercial & Entertainment Arts

Time (FTE): 47.5% Term (months/year): 12

Work Schedule (Days, Hours): M, W, Th, F - 7:00a - 11:45p

Salary Schedule (Range): A-79

Background and Rationale (use back of form if additional space is needed): Lab tech needed for maintenance and repair of equipment and it needs constant care to keep it in working order. Assist with purchasing/inventory, set up lab classes including opportunities for location shoots which provide students with opportunities to learn on location. Additional sections of lab classes, including support for a Saturday class or additional evening classes. JD will be approved at December Board.

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): 11000-371040-211000-060400 100 % Amount \$ 34,547

Funding: (check all that apply) [X] 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:

John Vitullo Digitally signed by John Vitullo Date: 2023.11.21 07:00:14 -08'00'

1. Requesting Manager Signature Date

Kelly Fowler Digitally signed by Kelly Fowler Date: 2024.02.06 14:35:57 -08'00'

2. Division Vice President Signature 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)

[X] Newly Funded Position Fiscal Year 23-24 [] No Existing Job Description (Attach Draft of New Job Description)

[X] 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: Previous Admin Specialist III (47.5%)

LABORATORY TECHNICIAN - FILM AND TELEVISION

DEFINITION

Under general supervision, provides instructional support services for faculty and students in the proper use and operation of digital cinema and broadcast hardware, software, and other materials; assists students in the use of film and television production equipment; and assists in the preparation of instructional materials for the film and television program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises no direct supervision of staff. Provides instructional, technical, and functional direction and training to staff and/or temporary employees.

CLASS CHARACTERISTICS

This classification is responsible for conducting a variety of 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 the assigned area of responsibility. This position is responsible for assisting students and supporting faculty, maintaining schedules for the production studio, edit bay, and other related facilities, maintaining and providing for those instructional facilities. This classification is distinguished from other laboratory technicians by having subject matter expertise in digital cinema and television production.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assists faculty and students in the proper and safe methods of operating instructional facilities, film and television production equipment, and related software.
2. Provides assistance to faculty, and students on class assignments, performances, or productions for film and television courses.
3. Maintains, updates as necessary, equipment inventory database of program equipment and expendable assets. Maintains accounting of all equipment property tags.
4. Prepares and checks the operation of required production equipment for classroom demonstrations and student production projects; maintains supply levels and light repair, plus general maintenance of equipment and equipment storage facilities.
5. Evaluates, responds to, and resolves requests for computer assistance from students and faculty, assists users experiencing problems with platform hardware, related production software, and other computer-related technologies.

6. Cleans and performs light maintenance and troubleshooting on studio equipment such as cameras, camera mounting platforms, lighting and grip equipment, sound equipment and hardware, shared storage and editing workstations.
7. Maintains clean, orderly, and safe environment in the production studio and assumes responsibility for the security of all equipment and materials.
8. Orders and replaces broken parts; drives to off campus locations for pick up of equipment/materials, as necessary.
9. Maintains and assists with software updates and upgrades of specialized computer software and programs used in the production studio, classroom, and edit bay in consultations with Information Technology (IT).
10. Orders supplies and assists with maintaining budgets for review and approval; recommends capital expenditures.
11. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
12. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
15. Prepares and delivers oral presentations related to assigned areas as required.
16. Performs related or preceding classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices used in the operation, maintenance, and administration of film and television production systems.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
5. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the College's film and television program.
6. Occupational hazards and standard safety procedures.
7. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in various College film and television programs.
8. Set up, operation, demonstration, and maintenance of various equipment used in the College's film and television programs.
9. General equipment assets and budget record keeping principles and procedures.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Configure, operate, and maintain digital cinema and video production systems.
5. Identify and resolve hardware and software problems and perform minor repairs.
6. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
7. Establish and maintain filing, record keeping, and equipment tracking systems.
8. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
9. Communicate effectively through various modalities.
10. Learn and apply 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; understand scope of authority in making independent decisions
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to an associate's degree from a regionally or nationally accredited college with major coursework in video engineering, digital video production or film production; and
2. One (1) year full-time equivalent experience working with film, television production, audio, and video equipment; or

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR

2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a production studio/classroom environment; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied equipment related to the assigned program; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment.

Incumbents 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 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, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Enrollments by FTES for Courses Requiring Art Models

Course	Summer 22		Fall 22		Winter 23		Spring 23	
	Sections	FTES	Sections	FTES	Sections	FTES	Sections	FTES
ARTD 15B	0	0	0	0	0	0	1	5.33
ARTD 17A/B*	1	3.65+.64	3	11.99+1.96	1	3.01	3	11.56+1.11
ARTD 19A	0	0	0	0	0	0	1	5.33
ARTD 23A/B*	0	0	1	3.36+.84	0	0	1	2.94
ARTD 27	0	0	1	4.22	0	0	0	0
ARTD 75	0	0	0	0	0	0	0	0
ARTS 41A/B*	0	0	1	3.33	0	0	1	2.00
ARTS 46A/B*	0	0	0	0	0	0	1	1.66+.21
ANIM 101A/B/C*	1	4.72+.22	2	10.44+.44	1	4.72+.22	2	9.20+.85
ANIM 104	1	1.07	2	10.66	1	1.07	2	9.11
ANIM 107	0	0	0	0	0	0	0	0
TOTAL	3	10.3	10	47.24	3	9.02	12	49.3

*stacked courses

Grand Total FTES for 2022-23 = 115.86

Course	Summer 23		Fall 23		Winter 24		Spring 24		
	Sections	FTES	Sections	FTES	Sections	FTES	Sections	FT/PT Faculty	FTES
ARTD 15B	0	0	0	0	0	0	1	FT	3.55
ARTD 17A/B*	1	2.46+.21	3	13.11+1.33	1	3.43	3	PT	12.66
ARTD 19A	0	0	0	0	0	0	1	FT	2.89
ARTD 23A/B*	0	0	1	1.89+1.05	0	0	1	PT	2.44
ARTD 27	0	0	1	4.00	0	0	0		0
ARTD 75	0	0	1	0	0	0	0		0
ARTS 41A/B*	0	0	1	1.55	0	0	1	FT	2.22
ARTS 46A/B*	0	0	0	0	0	0	1	PT	1.04
ANIM 101A/B/C*	0	0	2	8.56+.87	1	4.72	1	PT	4.67
ANIM 104	0	0	2	10.22	0	0	2	PT	4.89
ANIM 107	0	0	0	0	0	0	1	PT	.62
TOTAL	1	2.67	11	42.58	2	8.15	12		(34.98 so far (1/28/24)...still enrolling)

*Stacked courses

Courses that use models the entire term	Courses that use models for part of the term
ANIM 101A, B, C ANIM 107 ARTD 17A, B ARTD 19 ARTD 23A, B ARTS 41A, B	ANIM 104, 14-21 hours per term ARTD 15B, 21 hours per term ARTD 27, 21 hours per term ARTD 75, 63-91 hours per term ARTS 46 A, 14 hours per term ARTS 46 B, 14 hours per term

FTES lost if no immediate needs \$ = approximately 50

MT SAN ANTONIO COLLEGE
SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE STEP	TOTAL MONTHS	TITLE	FUND	FY 23-24 Jul-Jun	Funding Source/Comments
Budget of Original Position							
CA9571	0.475	UA 81	3	12	Administrative Specialist III	11000	36,583 (A) <i>UGF</i>
Proposed Budget to Repurpose from Adm Spec III A-81 to Lab Tech - Film and TV A-79							
0.475	UA 79	3	12	Laboratory Technician - Film And Television	11000	35,887	(B) <i>UGF</i>
Estimated Ongoing Savings \$						(696) (B)-(A)	

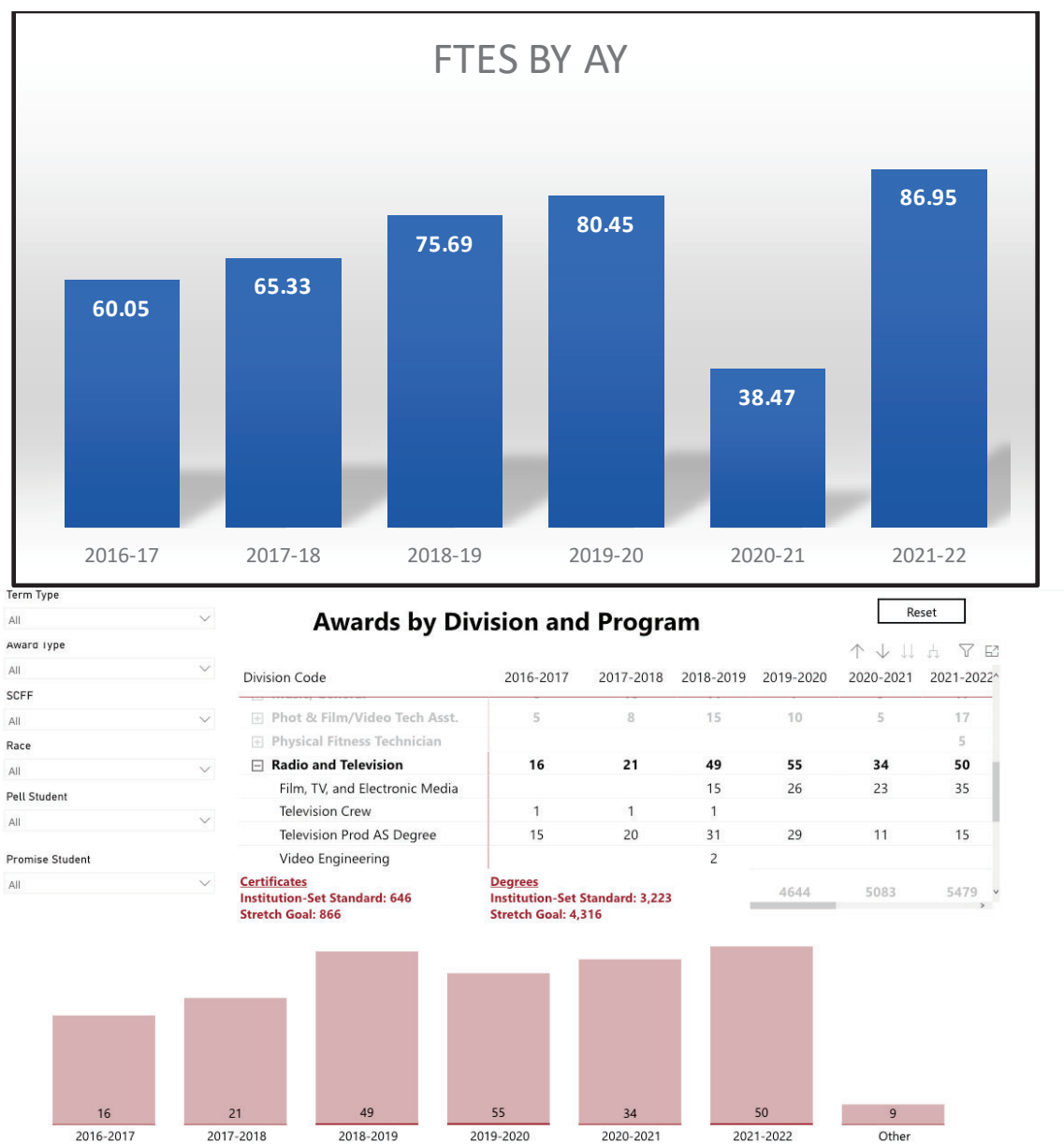
Assumptions: The salary calculations include the latest negotiated increase of 4.11% for CSEA 262, CSEA 651, and Confidential employees. It also includes Health and Welfare rates for 2023-24.

October, 29,2023

Re: Rationale statement for the position of Laboratory Technician Film and Television Program.

May this serve to explain the need to hire a laboratory technician for the Film and Television program.

- 1- Program growth:
FTES of the program has grown YoY during the period of (4) years despite the pandemic (below). Course enrollment metrics shows that the enrollment and retention rates are steady upward trend. This is also punctuated by the number of conferred awards, for both AS and AD-T (Below).



This enrollment and success trend, reinforced the need for a second full-time facility position to be flown and successfully filled in 2023. There are now two (2) full-time and four (4) adjunct faculty members within the program.