

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 ^{Tech} Technician I - PhotographyDepartment: Commercial & Entertainment ArtsTime (FTE): 47.5% Term (months/year): 10Work Schedule (Days, Hours): M, T, W, Th - 5:45p - 10:30pSalary Schedule (Range): A-79Background and Rationale (use back of form if additional space is needed): Lab tech needed to support classes in the Photo Studio, the Darkroom, and classrooms.

The lab technician ensures safety of students in the Studio and Darkroom, working with chemicals, batteries, and heavy equipment. They assist with purchasing/inventory, set up lab classes, check out equipment, and ensure that our drones and cameras are maintained. Over 3 million dollars of equipment, the Studio, Darkroom, and all Photo classes and students are supported by this evening lab technician.

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.**11000-375000-221000-101100-2200Account Number(s): ~~1100 375000 221000 101100~~ 100 % Amount \$ 31,625
26,610

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:Michelle Sampat

1. Requesting Manager Signature

07/09/24

Date

Stacy Manfredi TDH

4. Human Resources Signature

8/29/24

Date

Kelly M. Fowler

2. Division Vice-President Signature

8/27/24

Date

Gokhaling

5. Vice President, Human Resources

9/18/24

Date

Rosa Royce

3. Chief Compliance/Budget Officer Signature

09/03/24

Date

● Funding available ☐ Funding not availablePosition Number: CA9912 Contract Number: 223116

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: _____

☒ Continued Funded Position (ex. Vacancy)Former Employee (if applicable): Sheldon RamonesLast day of employment: 3/14/24Reason for vacancy: Resigned(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: Previous Lab Technician I (47.5%)

Approved in Cabinet on 8.27.24

Martha Stone
6. Signature of President/CEO

September 24, 2024
Date

LABORATORY TECHNICIAN – PHOTOGRAPHY

DEFINITION

Under general supervision, provides instructional support services for faculty and students; 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 District's photography program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Dean, Arts. Exercises technical and functional direction over and provides training to student workers.

CLASS CHARACTERISTICS

This is a journey-level class 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 classification is distinguished from other laboratory technicians by having subject matter expertise in the District's photography curriculum and programs, equipment, and materials.

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 students and faculty in the photography program; assists in 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 photographic equipment and materials, including manual 35 mm, and digital cameras, darkroom, and preparation of chemicals to demonstrate proper methods of processing and printing film.
4. Maintains laboratory and studio usage schedules.
5. Cleans and maintains facilities and equipment; ensures proper storage of studio equipment; ensures studio and work areas are in a 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. Submits work orders for maintenance and repair of equipment and facilities.
9. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.

10. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
11. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
13. Prepares and delivers oral presentations related to assigned areas as required.
14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Performs other related 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. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the District's photography program.
3. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in various photography courses.
4. Set-up, operation, demonstration, and maintenance of various tools and equipment used in the photography program.
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. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic, 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. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the art program.
5. Assist students and faculty in the use and operation of equipment and materials related to the photography program.
6. Create an engaging and positive learning environment in a laboratory, studio, or other learning environments.

7. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the photography program.
8. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
9. Estimate and order required supplies and equipment.
10. Establish and maintain filing, record keeping, and tracking systems.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Follow department policies and procedures related to assigned duties.
13. Operate modern office equipment including computer equipment and software applications programs.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to an Associate's degree from a regionally accredited college with major coursework in art, photography, or a related field; and
2. Two (2) years of experience working in a studio, photography laboratory, classroom, or similar setting.

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 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 studio/laboratory/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. Employees 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

Employees primarily work in a photography studio, darkroom, and/or office environment with moderate noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Incumbents may be exposed to hazardous physical substances and fumes and mechanical and/or electrical equipment and machinery. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023

EZ Salary Projection FY 2024-25 (Less than 50% FTE)

FTE less than 50%	
Description	Input
Select employee group	UA
Enter salary range	79
Enter months of employment	10
Enter FTE percentage	47.50%
Total Annual Cost (Salary and Benefits)	\$31,625

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)