

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, February 09, 2020 9:15:29 PM
Last Modified: Sunday, February 09, 2020 10:01:48 PM
Time Spent: 00:46:18
IP Address: 8.45.25.171

Page 1: Classified Position Request Form

Q1 Please enter the following:

Department	Biology
Position Title	Science Lab Technician III Biology (Microbiology) Level 36
Salary Range	\$4077-\$5098
Annual Salary at Step B*	\$4440 x 12 = \$53,280
Hours/week and # of months	40 hours per week, 12 months (replacement for retirement as of 12/30/2020)

Q2 Provide the following information for the new position or the increase in FTE for an existing position that is being requested, or the request to fill a vacant, frozen or defunded position:

Position classification and number	Science Lab Technician III Biology (Microbiology) Level 36
Proposed FTE	1.0

Q3 Contract type **12-month****Q4** What type of position is being requested? **Replacement for a funded position****Q5** Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).**Science Lab Technician III.doc (103KB)****Q6** What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

Sam Hernandez our Science Lab Technician III will be retiring as of December 30, 2020. Sam is responsible for doing all of the work necessary to run our Bio 152 course, Paramedical Microbiology. There is no one else in the department (besides the department chair) who has the proper training to handle the preparation of this ultra-complex course which includes the handling of human pathogens. This course has the most complex preparatory routines of all of the courses that we offer, and requires not only the basic knowledge of microbiology, but also exceptional attention to detail. He also handles all of the anatomy prep work.

Q7 Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

The current technician has handled all of the work for this course for 10+ years. Not replacing this person immediately upon his retirement would result in our not being able to run our Bio 152 course which requires a specialized skill set for the handling of human pathogens. This course is part of our allied health pathways, and students not being able to take this course in a timely manner would prevent them from transferring. No other technicians in the department have the proper training and experience to prep this course.

We are going to have to find a way to overlap the retiring technician with a new hire for at least 3 weeks in order to have the new person learn all of the complex systems that are in place for preparation of the microbiology course. This includes handling all of the cultures, the storage systems, preparation of the specialized media, systems for storage of media and cultures, growth and handling characteristics of all of the different organisms used, handling the specialized equipment such as boiler and autoclave, water treatment system, organization of materials for multiple sections of the course, and all of the safety requirements necessary to keep students and faculty from becoming ill due to improper handling of the organisms we work with. We have NEVER had a safety accident in this area due to our current technician's impeccable work, and we need to keep it that way.

Q8 How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.** (200 words or less) (Rubric Criterion 2)

This has been a full time position since before we moved into the H building. It handles Microbiology (Bio 152), 4 sections /year currently. Our wait lists this semester indicate that it may be time to add another section of the course in the Spring semester each year. The course is 5 units, 9 hours per week. The course always has 90+% fill rate; this semester there would have been enough wait listed students to run an additional section. If this pattern continues, we could potentially add another section assuming that we have a technician in place to handle all of the prep work.

This position also handles all of the prep work for human anatomy, including handling of all of the human pro-sections and cadavers.

Q9 How would this position's main duties specifically support the institution's strategic priorities? Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less) (Rubric Criterion 3)

This position is required in order to run our Microbiology and Anatomy courses that are a direct requirement for our allied health pathways. Without these courses, our students will not be able to attain their degrees to prepare for transfer. None of our current technicians has the ability to do the preparatory work for microbiology, and without an immediate replacement of this position, we will not be able to run microbiology after the Fall 2020 semester.

Q10 How will the position impact the ability of the program or service area to innovate and meet changing needs? (150 words or less) (Rubric Criterion 3)

Without this position filled immediately upon the current technician's retirement, we will need to stop running Microbiology Bio 152 at the end of Fall 2020. This position will not add to our capabilities, but will simply allow us to maintain where we are currently.

Q11 Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Division Dean
