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COMPLETE

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Page 1: Classified Position Request Form

Q1 Please enter the following:

Department	CADD Technology
Position Title	CADD Lab Technician
Salary Range	\$51000 - \$ 64,000
Annual Salary at Step B*	\$ 54,888
Hours/week and # of months	40 Hours/Week, 12 months

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	CL - 37 Specialty Lab Technician IV
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Q3 Contract type **12-month****Q4** What type of position is being requested? **New general fund position**

Q5 Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).	Respondent skipped this question
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Q6 What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

The CADD program has a computer lab for design and a new manufacturing lab with over \$120k in equipment. This position must have very specific technical skills to maintain and help run this setup.

We would be willing to settle for a part-time position or CL-32 position if absolutely necessary, but would need a minimum of 25 hours a week to ensure student and equipment safety.

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)

This position must have experience in advanced manufacturing, additive manufacturing, CNC (computer numerical control), CAM (computer aided manufacturing), and CAD (computer aided design). Tech will be expected to manage manufacturing and design lab, aid students, maintain and do minor repairs on equipment or identify and coordinate with proper external repair entities.

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)

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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 must have experience in advanced manufacturing, additive manufacturing, CNC (computer numerical control), CAM (computer aided manufacturing), and CAD (computer aided design). Tech will be expected to manage manufacturing and design lab, aid students, maintain and do minor repairs on equipment or identify and coordinate with proper external repair entities.

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)

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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