

Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)

1. This position is a

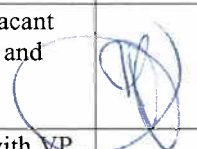

	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Life Sciences Division		
Position Title:	Sciences Laboratory Manager		
Last Incumbent or "New":	Dan van Hees		
Date of vacancy or Date of Board approval of new position:	October 17 2014		
Salary Range:	23		
Hours per week:	40		
Months per year:	11 mo		
Bilingual Required:	no		

* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

On a separate sheet, answer the below questions regarding the position.

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
 - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
 - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at:** <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>

Classification/Position: Sciences Laboratory Manager (life sciences) Date: 8/18/14

steps	REPLACEMENT POSITION	Initials/ Date	steps	NEW OR CHANGED POSITION*	Initials/ Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President		3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>WT</i> <i>8/28/14</i>	4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____ DATE: _____

President's Authorization: *Walter Tilly* DATE: *9/2/14*

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

On a separate sheet, answer the below questions regarding the position.

- **Annual Cost of the Proposal:**

The approximate annual cost for this position is \$3588 per month (at Step A), as we will be replacing a more senior staff member we could expect to save some money with a new hire.

- **Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years**

No increases requested.

- **If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.**

No changes requested.

- **Explain how this position supports student learning.**

This sciences laboratory manager in the life sciences (LS) provides the primary lab support for all of our human anatomy and human physiology classes (on both the main campus and at the Marina Education Center), as well as supporting many complex biology classes. As our laboratory managers also support other classes across the division, *approximately* 10 full-time faculty, 40 adjunct faculty and 5 classified staff members in 15 departments (BIOL, ANAT, MEDA, DNLT, FACS, INTD, FASH, NUTR, HUMS, HOSP, DRAFT, HLTH, AUTO, and ORNH) are supported by this individual.

This science lab manager will support student learning in many significant way, including: 1) collecting biological specimens for use in the biology labs; 2) ensuring that laboratory equipment is maintained and ready for class; 3) ensuring that we have sufficient supplies, chemicals and materials to accomplish each lab exercise; 4) ensuring that the life sciences laboratories are safe places for learning (hazardous waste disposal, eye wash station maintenance, safety protocol enforcement, etc...); 5) aiding in the coordination of field trips; 6) ensuring that computers, data collection peripherals, software and networks are functioning in our science labs; 7) helping to make laboratory materials available to students wishing to prepare for lab exams; and 8) supporting faculty in countless ways.

- **Explain what would happen if the position weren't approved.**

The biology and A&P lab classes would no longer be sufficiently supported. Without a manager to prepare laboratory materials and offer technical support, the quality of our lab instruction would suffer and we would be forced to dramatically alter curriculum. There would also be serious safety concerns in the biology labs, as the science lab manager plays a critical role in training students (and faculty) with regard to safety protocols. The lab manager also ensures that safe disposal of hazardous materials, they conduct regular safety inspections (equipment, eye wash stations, first aid supplies, etc...), and they ensure the proper maintenance of laboratory equipment.

- **Bilingual (Spanish)**

- No, this position should not be bilingual required

- **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>**

Job Description/Title: SCIENCES LABORATORY MANAGER
Approved, Bargaining Unit President:Reclassification Committee 3/2012
Approved, MPC Associate Dean, Human Resources:3/2012
BoardApproved:6/27/2012

MONTEREY PENINSULA COLLEGE SCIENCES LABORATORY MANAGER

JOB SUMMARY

Under general direction, coordinate technical laboratories and lab equipment. Prepare technical laboratory demonstration, and study materials for assigned area. Receive limited supervision from faculty of assigned area within a broad framework of standard District policies and procedures. Perform varied support activities, and related work assignments as required.

EXAMPLES OF FUNCTIONS

Essential Functions

Prepare and set up equipment for laboratory sessions and class demonstrations according to the instructions of the faculty; return equipment from laboratory sessions and class demonstrations in a timely fashion. Acquire, control, safely store, operate, maintain, and, repair inventory of laboratory equipment, and materials. This may include hazardous materials. Ensure appropriate storage, handling and disposal of hazardous materials and equipment; provide appropriate documentation as required by government agencies.

Keep records related to operation of the labs and stockroom, including hazardous waste storage and disposal records, MSDS information, Air/Water Pollution Control data and chemical usage. Coordinate, train and supervise student employees; provide appropriate student safety training; maintain records of training. Perform regular inspections of all laboratory equipment, storage areas, and safety equipment in stockrooms and labs. Perform and/or arrange for maintenance and repair of laboratory equipment; design/construct special equipment or models as needed; perform complex fabrication, repair, and maintenance of instruments, machinery, electromechanical, and electronic devices and other lab equipment.

Maintain accurate inventory of equipment, supplies and materials (including chemicals and specimens).

Perform software and hardware computer tasks including but not limited to: set-up computers and peripherals, ready them for specific purposes, ready computer projectors and monitors for class use; check for viruses; research, order, and install software programs for assigned labs. Perform complex software and hardware repair and maintenance of networked and freestanding computers, peripherals and data acquisition equipment. Assist instructors with technology and computer use in the classroom.

Specify, order, set-up, and maintain servers with client computer, staff, and student accounts. Coordinate the scheduling and use of facilities and equipment with other technicians and faculty.

Promote safe laboratory conditions and practices; follow all standard safety procedures during work; recognize/help rectify any potential safety problems by performing routine inspections of equipment and the laboratory environment.

Report safety concerns to the Chemical Hygiene Officer.

Create/update observation field trip lists and instructions as required; organize field trip logistics; transport students, student aides, field observational or experimental equipment to field sites if necessary to the assignment.

Monitor laboratory plumbing, utilities, ventilation, and fume hoods; report problems promptly to Maintenance Supervisor.

Participate in division meetings and assist department faculty in writing Action Plans, Instructional Equipment Requests, and Program Review.

Develop and maintain laboratory budgets in coordination with faculty.

Serve as curator of department museum, if applicable; maintain bulletin boards and displays as instructed.

Participate in required safety trainings.

Assist in the development of new laboratory procedures; serve as resource person to instructors; recommend laboratory equipment and supplies.

Science LAB MANAGER– Life Sciences (2014)

Participate on committees as required.

Other Duties

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Any combinations of education, training, and experience which would indicate possession of the required knowledge and abilities listed herein. For example, Bachelor's degree in academic area of assignment or a closely related field, and two years of recent experience which provided specific demonstrable knowledge of and skills in the academic area assigned.

Knowledge

Knowledge of: the subject matter, terminology, properties, nomenclature, laboratory techniques, specialized instruments, equipment and materials to be used in the assigned area; response methodology to chemical spills and other laboratory accidents, and the current regulations and recommendations for the safe handling, storage, and disposal of hazardous chemicals as applicable to assigned area; basic needs and requirements of students in the area to which assigned; methodology for individualized instruction; computer applications including word processing and database management as required to fulfill the requirements of the job.

Abilities

Ability to: work with little supervision; prioritize tasks and multitask; carry out oral and written instructions; use specialized instruments and equipment; perform experiments and demonstrations in assigned area; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient, and receptive attitude toward student learning; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; accurately and effectively use word processing and database management and other software programs as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Life Science: Ability to collect and maintain live and preserved specimens.

PHYSICAL EFFORT/WORK ENVIRONMENT: Moderate to heavy physical effort; frequent standing and walking; periodic handling of parcels or supplies up to 50 lbs.

Work environment includes indoor/outdoor work with periodic exposure to environmental extremes; some exposure to hazardous chemicals; occasional climbing of ladders and overhead work.

Astronomy/Physics: must be able to work effectively in all light levels from full sun to total darkness.

Work Schedule

Work schedules may require nights, weekends and overnight trips.

Licenses and Certificates Required

Valid California Driver's license in appropriate class for vehicle(s) used.

Life Science: current California Fish and Game Scientific Collecting Permit