



POSITION DESCRIPTION / CLASSIFICATION REVIEW FORM

The position description is the foundation for recruitment, determination of classification, formulation of work plans and the basis for performance management and evaluations. Supervisors are expected to review the position description with the employee: (1) when the employee begins the new assignment; (2) when the position description is revised; and (3) when the position is evaluated. Please note whenever there is a substantial change in the assignment, the position description should be revised and submitted to Human Resources to determine if there is a classification impact. This form is available on the HR webpage.

Name of current incumbent (if filled position):		Date: 2/2024
<i>If vacant, name of previous incumbent:</i> Allison Duggins		
Job (Classification) Code: 1619	Job Title: Instructional Support Technician II	Position #: (HR use only)
Working Title (optional): Simulation Center & Skills Lab Technician		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Department ID: D10370	Department Name: Nursing	Time Base: Full-Time, 1.0

A. ACTION REQUESTED:

Recruitment:

- ☐ New position
☒ Replacement:
☐ No review required ☒ Review needed – substantial changes made

Classification Review: (Section J required, Cabinet Officer signature required)

- ☐ Initiate classification review (Organizational Chart must be attached)
Requested by: ☐ Employee ☐ Supervisor/Administrator ☐ CSU/HR

Update existing position description:

- ☐ No review required
☐ Review needed – substantial changes made

B. SIGNATURES: Signature denotes that this position description is an accurate statement of assigned duties. As a supervisor, if you are not in agreement with duties described, please attach additional sheet describing the differences which will be used for additional review by Human Resources. This job description supersedes all prior job descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not an exhaustive statement of duties. Management reserves the right to add or change the duties of this position as required at any time.

(Employee) (Date)

(Supervisor) (Date)

(Appropriate Administrator) (Date)

(Cabinet Officer) req'd for classif. reviews (Date)

C. POSITION PURPOSE: Please describe the basic primary function(s) of the position – the reason the position exists. In order to provide an accurate description of the position, please do not copy duty statements from the CSU Classification Standards.

The Simulation Center and Skills Lab Technician, under general supervision of the Nursing Department Chair, is an integral part of nursing education at CSU Bakersfield and is responsible for the technical operation of both simulation and medical equipment held within the skills lab and simulation center.

Responsibilities involve programming simulators, ensuring simulation rooms are setup in line with planned programs, ensuring simulators are functioning fully and having an ability to undertake routine maintenance and repairs as instructed by manufacturers. Candidate must be prepared to undertake additional training in simulator maintenance due to evolving changes to simulators over time.

The position serves as the primary resource of the day-to-day program operational needs, providing general support to faculty, maintaining contact with vendor and company representatives, and ensuring purchasing needs and tracking.

D. DUTIES AND RESPONSIBILITIES: List 4 or 5 of the most significant or major duties in order of importance as well as marginal duties. Indicate the approximate percentage of time spent with percentages of no less than 5%. Total of all duties must add up to 100%.

1) MAJOR JOB DUTIES (Essential Functions)	PERCENTAGE %
A. Lab Support	60%
B. Course Support	25%
2) OTHER JOB DUTIES (Marginal Duties)	15%
<ul style="list-style-type: none">• Perform other job-related duties and special projects as assigned.• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.	

The examples above illustrate typical work activities and are not meant to be all inclusive or restrictive.

Total = 100%

DUTY STATEMENTS (give examples of tasks under each heading):

A. Lab Support (60%)

- Independently perform routine equipment maintenance within the Simulation Center to ensure proper working order of equipment and associated computers to align with planned programs.
- Maintain equipment in good operating condition; if needed, perform minor repairs or get items repaired.
- Coordinate clinical labs schedule and oversee equipment and supplies.
- Maintain inventory records of equipment and supplies.
- Assist in purchasing, preparing, delivering, retrieving, and maintaining an inventory for a variety of materials.
- Lead and train student assistants. Train faculty and student assistants in regards to equipment, chemical and radioactive material use in accordance with current local, state, and federal law.
- Track course spending by level and course.
- Work with team leaders to purchase each semester's lab supplies.
- Maintain purchasing records and monthly reconciliation report for Procard purchases.
- Attend Learning Resources Committee (LRC) meetings, staff meetings, Natural Sciences, Mathematics & Engineering (NSME) safety meetings, and Nursing Department meetings.
- Scan all quotes and purchases and upload into Box (front office assistance available).
- Work with student assistants to communicate inventory, equipment, and repair needs.

B. Course Support (25%)

- Operate simulators, audio visual systems, and medical equipment during simulations.
- Assist faculty/instructors to troubleshoot simulation equipment and find supplies/equipment as directed during the course.
- Diagnose and resolve technology issues including troubleshooting with simulation equipment, and ensuring prompt resolution before, during and after simulations as necessary.
- Work collaboratively with CSUB audio visual staff and Help Desk to initiate technical support and maintenance for digital hardware and software.
- Provide training and support to other Simulation Center personnel in the technical aspects of simulation.

E. REQUIRED QUALIFICATIONS: These should match those listed on the classification standards. Any supplemental qualifications should be listed as "preferred".

- 3) **EDUCATION AND EXPERIENCE:** Equivalent to three (3) years of experience providing instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to the area to which assigned.

OR

Equivalent to two (2) years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area may be substituted for one year of the required experience.

OR

Equivalent to four (4) years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for two years of the required experience.

- 4) **LICENSES, CERTIFICATES, CREDENTIALS:** N/A

- 5) **SKILLS, KNOWLEDGE, ABILITIES (SKA's):**

- Regular and reliable attendance is required.
- Ability to compile, write, and present reports.
- Knowledge of the principles, methods, and techniques related to nursing education.
- Knowledge of the materials and supplies related to nursing education.
- Ability to plan, organize, and schedule activities.
- Ability to operate technical equipment related to nursing education.
- Ability to maintain records.
- Ability to adjust and perform simple maintenance of technical and scientific equipment.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

F. PREFERRED QUALIFICATIONS: Note any additional knowledge, skills, experience, certificates, education, or licenses that are desired for this position.

- Experience in maintenance, repair, and technical support of simulation equipment and/or medical device systems in a large healthcare delivery setting.
- Previous experience in a simulation/training center environment.
- Knowledge of medical terminology and human physiology.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Obtain the Society for Simulation in Healthcare Technician Certification.

G. SPECIAL CONDITIONS:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- **BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.
- **SENSITIVE POSITION:** This position is considered a sensitive position. Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.
- **MANDATED REPORTER:** Not a mandated reporter.

- **EQUAL EMPLOYMENT OPPORTUNITY:** This University is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

H. **PHYSICAL DEMANDS & WORK ENVIRONMENT (must be completed):**

Indicate the type of physical effort which is essential to the position activities:

- ☐ **SEDENTARY WORK** – involves mainly sitting; minimal walking and standing; lifting light weight objects limited to 15 pounds.
- ☐ **LIGHT WORK** – involves mainly sitting, up to 25% standing or walking; lifting medium weight objects limited to 25 pounds.
- ☒ **MEDIUM WORK** – up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.
- ☐ **HEAVY WORK** – 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; lifting heavy weight objects which may exceed 50 pounds.

Indicate the type(s) of environmental factors which are essential to the position activities:

- ☐ Is exposed to excessive noise
- ☒ Is around moving machinery
- ☐ Is exposed to marked changes in temperature and/or humidity
- ☒ Is exposed to dust, fumes, gases, or radiation, microwave
- ☐ Drives motorized equipment
- ☐ Works in confined quarters
- ☐ Works in high places
- ☐ Other:
- ☐ N/A

I. **SUPERVISION:**

Supervision Received: Describe the nature of supervision the employee in the position will receive.

- ☐ Direct Supervision - Employee receives immediate, close and regular supervision
- ☒ General Supervision - Employee receives some delegation of responsibility and independence
- ☐ General Direction – Employee functions independently under broad guidelines
- ☐ Administrative Direction – Responsibilities are defined by the scope of the organizational functions; responsible for formulating operational policies for a comprehensive and diversified program; makes top level management decisions. (Management Only)

Name of Supervisor: Debra Wilson, PhD, RN	Job (Classification)Title: Department Chair
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Supervision Given: List name(s) and title(s) of employee(s) that this position will supervise directly (if applicable):

Name:	Job (Classification)Title:

J. **CLASSIFICATION REVIEW REQUESTS:** If this is an existing position that you believe has changed, describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels. In order to assist you with this analysis, please answer the following questions. **Include organizational chart.** If necessary, attach additional sheets.

1. Which parts of the assignment are the most difficult and/or require the greatest skill to perform? Why? Please give examples.
2. To what extent do the duties of this position involve independent action or require decisions on the part of the person in the position? Which, if any, are the most difficult, and how frequently do they occur?
3. What would be the probable result of a poor judgment, decision, or action by the person in this position? How would these errors be detected? What would be the consequence of the errors?
4. How is work assigned to this position? To what extent does the person in this position have authority to determine what is to be done and when?
5. In what way is the work of this position reviewed? That is, is work spot-checked or is all work reviewed? Are there standardized controls or checks which would normally catch errors made by the person in the position? Please explain.
6. Do you assist in developing departmental policy? If yes, please explain.
7. Does this position have supervisory responsibility? Please specify.

Additional comments: (optional) Clarify duties assigned and/or include any additional information that you think would be helpful in the review of this position.