Staff / MPP Position Description

|  |
| --- |
| HR USE ONLY  |
| Conflict of Interest (COI) Designated: [ ]  Yes [ ]  No  Mandated Reporter: [ ]  Limited [ ]  General [ ]  N/A Campus Security Authority (CSA): [ ]  Yes [ ]  No | **HR Reviewed By & Date:**  |

Conflict of Interest Per Political Reform Act of 1974

If the person holding this position is considered a ‘Conflict of Interest Designate’, under the Political Reform Act of 1974. They are required to comply with the requirements set forth in Conflict-of-Interest codes as a condition of employment.

Mandated Reporter Per CANRA

If the person holding this position is considered a ‘mandated reporter’, under the California Child Abuse and Neglect Reporting Act. They are required to comply with the requirements set forth in [CSU Executive Order 1083](https://calstate.policystat.com/policy/10927154/latest/#attachments/c69e6c3b-de81-4119-9dcb-ead514145a9a/EO-1083%20AttachB_Final%20Draft.pdf) as a condition of employment.

**Campus Security Authority**

This position may be considered a “Campus Security Authority”, pursuant to the Clery Act, and is required to comply with the requirements set forth in CSU Executive Order 1107 a condition of employment.

# SECTION I. POSITION INFORMATION

|  |  |
| --- | --- |
| **Reason for Position Description (Please check all that apply):** | [ ]  Classification Review [ ]  Update Position Description[ ]  New Position [ ]  Existing Position [ ]  Temporary Reassignment[ ]  Permanent Reassignment [x]  Recruitment |
| **This position description is being submitted by:** | [ ]  Employee [ ]  Supervisor/Lead[x]  Dean/Chief Administrator |
| **Effective Date:** | 9/10/2024 |
| **Division:** | Academic Affairs |
| **Department:** | School of Engineering D20045 |
| **Employee Name:** | TBD |
| **Humboldt Employee ID:** | TBD |
| **Current Classification:** | Instructional Support Tech II |
| **Position Number:** | 00023773 |
| **FLSA Status:**  | [ ]  Exempt (not overtime eligible) [x]  Non-exempt (overtime eligible) |
| **Working Title:** | School of Engineering Laboratory Technician |
| **Time Base:** | 1.0 |

# SECTION II. PURPOSE OF POSITION

|  |  |
| --- | --- |
| **State the basic purpose of the position in one or two specific statements.** | This person will support teaching laboratories in the School of Engineering, including laboratories associated with Energy Systems Engineering, Environmental Resources Engineering, and Mechanical Engineering at both the undergraduate and masters level. This person is expected to use knowledge and experience to acquire and apply evolving skill sets and knowledge in various engineering disciplines. Duties include equipment acquisition, maintenance, repair, storage, design, fabrication and modification of prototypic research equipment and general technical support and advice. |

# SECTION III. MAJOR RESPONSIBILITIES

List the major responsibilities/functions of the job in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). An Essential Function is a job-related task that is essential to the job. A marginal function is a job-related task that is not an essential aspect of the job. Essential Functions and Marginal Functions should have a combined total of 100%.

|  |  |  |
| --- | --- | --- |
| **Description of Major Responsibilities:**  | **Essential Functional or Marginal Function?** | **(%) Percent of Time** |
| Equipment maintenance and laboratory coordination and set up, including:* Operate and maintain scientific equipment.
* Ensures that all appropriate equipment and supplies are available for laboratory and activity work through the School of Engineering
* Repairs, modifies and calibrates scientific and laboratory equipment and coordinates with equipment technicians or service providers for complex repairs or fabrication
* Coordinate regular inspection and improvement of all safety systems including engineering controls, PPE, SDS sheets, inspection reports, and safety documentation.
* Conduct chemical inventories; tracking, handling and disposing of hazardous wastes; cleaning, organization and restocking of chemical cabinets; restocking first aid kits, general cleaning and organizing of lab spaces; and periodic evaluation of safe working environments.
* Assist with the coordination of safety related activities and serve as a point of contact for organization and maintenance of electronic and hardcopy safety documentation, operating procedures, and signage.
* Participate in University and College staff safety meetings and safety audits and prepare reports for the Department Chair as needed.
* Issues equipment and supplies for field use, laboratory sessions and lecture courses
 | Essential | 30% |
| Design and construction of demonstrations and displays* Design or assist in the design and fabrication of new laboratory equipment, experiments, and classroom demonstrations.
* Assemble demonstration and laboratory equipment when necessary.
* Design and construct equipment that cannot be easily obtained
* Modify purchased items to be more suitable for specific uses and coordinates with equipment technicians for complex modifications
* Design and construct displays and demonstrations of scientific and engineering principles suitable engineering students will various levels of experience
* Occasionally assist faculty members with community presentations.
* Under general direction, plan, and direct the technical work of students in laboratories and research projects as related to proper implementation, safety and suitability.
 | Essential | 25% |
| Coordination and support of faculty and student activities* Although the incumbent does not have formal responsibility for teaching or for class content, the incumbent does conduct and assist, under academic supervision, informal instruction of laboratory classes by discussing theory and experimental procedures with students.
* Under general direction, supervise student workers
* Coordinates activities associated with the physical, chemical and computing facilities
* Assist faculty members with the instruction of students in the proper use of scientific equipment including regular operation, maintenance, calibration and associated safety equipment and protocols
* The incumbent provides technical supervision to students and Instructors
* Provide direct support for students conducting independent activities or research.
* Participate in teaching activities by discussing experimental procedures, critical topics in applied disciplines and formal training on operation of experimental equipment; provides formal instruction and training to students, faculty, staff and in the proper and safe use of research, instructional and fabrication equipment
 | Essential | 15% |
| Facilities coordination and maintenance* Works with building coordinators and Facilities Management to identify building maintenance needs and take appropriate actions to generate work orders for repair.
* Assists departmental staff and faculty members with computer hardware and software maintenance related to School of Engineering equipment.
 | Essential | 5% |
| Purchasing and bookkeeping* Maintains up to date training and proficiency in university purchasing and accounting systems
* Researches, specifies and orders equipment, supplies and replacement parts as necessary to minimize equipment and laboratory downtime
* Anticipates and prioritizes needs, orders equipment, supplies and materials using the university financial systems
* Tracks orders and assures receipt of orders
* Maintains up-to-date financial information based on university financial systems
 | Essential | 25% |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total =100%** |  |

Please note that during periods of declared state or campus emergencies, state employees can be designated as “disaster workers” and may be required to report to the campus to deal with the emergency. Emergency assignments will be made at the time of your call to campus.

# SECTION IV. CHANGES IN RESPONSIBILITES

1. What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties were added and what did they replace?

|  |  |  |
| --- | --- | --- |
| **Changes in Responsibilities:**  | **(%) Percent of Change** | **Date Changed** |
| This is a new position for the School of Engineering, necessitated by the increase in course offerings and enrollment due to Poly Technic expansion.  |  |  |
|  |  |  |
|  |  |  |

1. *Did the new duties transfer from another employee? If so, which employee? If the added duties*

*replace other assignments, what will happen to the duties that were removed? (List other positions*

*affected and summarize impact, if applicable.)*

# SECTION V. WORK DIRECTION OVER OTHERS

If this position leads (or manages/supervises if MPP) other positions, then list the classifications. Indicate type of direction, whether direct (directly supervises the position and conducts performance evaluation, MPP Only) or indirect (acting in a lead capacity or assigning work).

|  |  |  |
| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction** **(Direct or Indirect)** |
| Student Assistants | Student Assistants | Indirect |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# SECTION VI. POSITION REQUIREMENTS:

|  |  |
| --- | --- |
| **List education and years of experience required, as listed in Classification Standards. If applicable, include necessary certificates and licenses (Driver’s License).** | ● Equivalent to three years of experience providing instructional support services for engineering, physics or related discipline, or in producing materials or supplies or repairing equipment in a discipline related to the area to which assigned.or● Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to engineering, physics or related discipline, may be substituted for one year of the required experience.or● Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in engineering, physics or related discipline, may be substituted for two years of the required experience. |
| **List REQUIRED skills, knowledge, and abilities required for this position.**  | **As listed in Classification Standards:****As related to the major responsibilities for this position:**● Knowledge of the principles and techniques of energy systems, environmental, and mechanical engineering or similar disciplines as well as knowledge of electronics, sensors, computers, computer networking and computer to instrument interfacing.● College level coursework in the physical sciences is required.● Ability to maintain, diagnose, repair and modify instrumentation and equipment commonly used in instructional engineering (energy systems, environmental and mechanical or similar disciplines) laboratories, including the use of hand and power tools. ● Ability to use physics and physical principles to devise and assist faculty in devising experiments and demonstrations to assist faculty in their teaching responsibilities. ● Ability to work independently and collegially● Must have excellent organizational skills and dependability● Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email. ● Ability to provide direct support for students conducting instructional activities, independent activities or research.● Repairs, modifies and calibrates scientific and laboratory equipment and coordinates with equipment technicians or service providers for complex repairs or fabrication● Skill in the safe operation and use of power and hand woodworking tools● Ability to physically install and configure equipment, connections, wiring, and cable as required● Ability to occasionally lift 50 pounds.● Must be willing to travel and attend training programs off-site for occasional professional development. |
| **List PREFERRED skills, knowledge, and abilities required for this position.**  |  |

**SECTION VII. *Background Check, Credit Check, and Sensitive Information:***

1. **Background Check***: A background check must be satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background check consists of the following: Employment and education verification, reference checks, and checks of the following systems and databases: National Social Security number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, and National Sex Offender Registry.*
2. **Credit Check**: Credit checks will only be performed for new hires or current employees who are voluntarily reassigned or reclassified into a position that requires a credit check. To determine if this position requires a credit check, please consult with Classification & Compensation Services and reference the [CSU Background Check Policy](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy) located at: <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>.

|  |  |
| --- | --- |
| **Does this position require a credit check?** | ***Yes***[ ] ***No***[x]  |

1. Sensitive Position*:* For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy) located at: <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>, complete Attachment B.

|  |  |
| --- | --- |
| **Does this position meet the criteria for a sensitive position?** **See Attachment B** | ***Yes***[x] ***No***[ ]  |

# SECTION VIII. SIGNATURES

Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.

Employee’s Signature & Date

Position Lead Signature & Date

[Name]: \_\_\_\_\_\_\_\_\_\_\_\_, [Position Title]: \_\_\_\_\_\_\_\_\_\_\_\_

Appropriate Administrator’s/Supervisor Signature & Date

[Name]: \_\_\_\_\_\_\_\_\_\_\_\_, [Position Title]: \_\_\_\_\_\_\_\_\_\_\_\_

Dean’s or Chief Administrator’s Signature & Date

[Name]: \_\_\_\_\_\_\_\_\_\_\_\_, [Position Title]: \_\_\_\_\_\_\_\_\_\_\_\_

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

[ ]   **Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

[ ]   **Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

[ ]   **Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

[x]   **Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use codes below for each of the item(s) which most accurately describes the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |
| --- | --- |
|  **Physical Requirements of the Position**  |  **Mental Requirements of the Position** |
| F | Bending (neck) | C | Reading & Comprehending |
| F | Bending (waist) | F | Writing |
| O | Climbing | C | Performing Calculations |
| O | Crawling | C | Communicating Orally |
| F | Kneeling | C | Reasoning & Analyzing |
| F | Pushing/Pulling | C | Decision Making |
| F | Sitting |  | Other: |
| F | Squatting |  | Other: |
| F | Standing | **Environmental Working Conditions** |
| F | Twisting (neck) | O | Exposure to variations in temperature/humidity |
| F | Twisting (waist) | F | Exposure to chemicals, gases, dust, or fumes |
| F | Walking | C | Operates machinery or drives motorized equipment |
| C | Handling Objects | N | Exposure to bio-hazards |
| C | Manual dexterity | O | Working in normal office environment |
| F | Reach above/below shoulder | C | Uses specialized equipment |
| O | Using foot controls |  | Other: |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the CSU Background Check Policy located at:* [*https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy*](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy)*.*

|  |
| --- |
|  *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?
 | [x] Yes [ ]  No | For example, lifeguards, health care professionals, custodians assigned to housing areas, etc.Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have authority to commit financial resources of the university through contracts greater than $10,000
 | [x] Yes [ ]  No |  |
| 1. Does this position have access to, or control over, cash, checks, credit cards, and/or credit card account information?
 | [x] Yes [ ]  No |  |
| 1. Does this position have responsibility or access/possession of building master or sub-master keys for building access?
 | [x] Yes [ ]  No | Broad access to buildings or facilities |
| 1. Does this position have access to controlled or hazardous substances?
 | [x] Yes [ ]  No | Examples:* Dispenses prescription medication.
* Maintains drug formulary.
* Duties requiring access to controlled substances.
* Uses hazardous chemicals.
 |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?
 | [ ] Yes [x]  No | Protected data ([Level 1 data](https://its.humboldt.edu/protected-data)) |
| 1. Does this position have control over campus business processes, either through functional roles or system security access?
 | [ ] Yes [x]  No | Control over/ability to modify employee, student, financial databases, or other business mechanisms |
| 1. Does this position have responsibilities that require the employee to possess a license, degree, credential, or other certification to meet minimum job qualifications and/or to qualify for continued employment in an occupation or position?
 | [ ] Yes [x]  No | List professional licensing, certification, and/or credential verification required *(ex. CPR/BLS certification, equivalent to Bachelor’s, etc.):* [ ]  \_\_\_\_\_\_\_ |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?
 | [x] Yes [ ]  No | Motor Vehicle Records/Licensing Check is required (*ex. Valid CA class c driver’s license*): [ ]  \_\_\_\_\_\_\_  |
| **If you answered yes to any of the questions above, this position shall be deemed a sensitive position which may require additional background components.**  |

# Attachment C

Complete for MPP Positions Only

**Mental Effort:**

Enter frequency of occurrence for all applicable activities using the following key:

 “C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

 “O” = occasionally or up to 3 hours per day “N” = never

|  |  |
| --- | --- |
| **Planning** | **Performance Evaluations** |
|  | Forecast |  | Determine Performance Standards |
|  | Set Program Goals |  | Authorize/Approve Awards |
|  | Determine Budget Allocations |  | Prepare Performance Evaluations |
|  | Establish, Implement, Revise Policies |  | Observe/Follow-Up daily |
|  |  |  | Correct Work/Behavior Problems |
| **Organization** | **Employee Relations** |
|  | Describe Relationships Between Functions |  | Initiate Corrective Action |
|  | Define Department/Divisional Structure |  | Authorize Formal Discipline |
|  | Establish Priorities to Meet Goals |  | Administer Collective Bargaining Agreements |
|  | Schedule Work for Employees |  | Prepares/Investigates Grievance Awards and Complaints |
|  | Implement procedures |  | Formulates/Represents University Position for Formal Grievances/Complaints |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | **Other** |
|  | Educate |  |  |
|  | Delegate |  |  |
|  | Coordinate |  |  |
|  | Coach/Train/Develop |  |  |
|  | Recommend Formal Training |  |  |
|  | Motivate |  |  |
|  | Instruct/Demonstrate |  |  |
|  | Schedule Staff/Readjust Schedule |  |  |
| **Staffing** |  |  |
|  | Define Roles |  |  |
|  | Give Input to Position Descriptions |  |  |
|  | Determine Selection Criteria |  |  |
|  | Recruit/Interview/Select |  |  |
|  | Orient Staff |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |