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|  | Date Revised: 6/14/2023 |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources (**hrclass-comp@csun.edu**), and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

**A. Action Requested**

[x]  Request a New position OR [ ]  Fill a Vacant position *(Must initiate through online recruitment)*
[ ]  Initiate a Classification Review for a filled position

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| **Requestor:** [x]  Employee OR [ ]  MPP Administrator  | **Name:** Carlos Eduardo Guerra Amorim |

[ ]  Update an existing position description *(no review requested)*

[ ]  New Employee/Appointment acknowledgment of the position description *(no review requested)*

 *(Employee should be given full position description within one week of start date)*

**B. Current Information**

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| **Name of current incumbent:** *(if filled)*       | **Employee ID #:**       |
|  *Or if vacant*, *name of previous incumbent*:       |
| **Classification Title:** Instructional Support Technician II  | **Job Code:** 1617  | **Grade:** 1 | **Position #:** 99747006 |
| **Working Title:** *(optional*)Laboratory Technician | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Nonexempt*(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* |
| **Department ID:** 10158 | **Department Name:** Biology Department | **Time Base:** .75 |
| **Lead** *(Staff lead, if applicable)***Name:** C. Eduardo Guerra Amorim | **Classification Title:** Instr Fac AY | **Working Title:**Assistant Professor / PI |
| **MPP Administrator/Department Chair** *(Reports To)***Name:** Cheryl C Courtney-Hogue  | **Working Title:**Department Chair, Biology |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

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| **Is this a sensitive position as designated by the CSU?** [x]  Yes [ ]  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

 **C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

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| The Amorim Lab at CSUN is looking for a *Laboratory Technician* to engage in human genomics research. The position is primarily responsible for supporting faculty, keeping all experiments running in the lab, and training students. Performs comprehensive support services and assists with performing genomics and molecular biology experiments, including but not limited to: isolate peripheral blood mononuclear cells (PBMCs) from blood samples; process samples for scRNAseq; extract DNA from samples (mostly buccal swab); run Bioanalyzer/TapeStation; and build NGS genomic libraries (DNA and RNA sequencing). Manages lab ordering, invoicing, budgeting, record keeping, and generating quotes; oversees sample storage to make sure they are properly stored; assists in maintaining regulatory compliance; manage equipment maintenance (i.e., request repair or calibration when needed); maintains lab inventory (reagents, consumables); and places purchase orders when needed. Assists in training of new undergraduate and graduate students in the lab (1-4 students per year) and assists with scheduling. Experience with NGS library prep is required. Experience with scRNAseq and phlebotomy is desirable, but not mandatory. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

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| **Description of Duties**  | **% of TimeTotal = 100** | **Essential (Minimum 15%)**  |
| **Research / Instructional Support / Laboratory Analyses*** Supports Faculty and students in the Lab by setting up and assisting them with experiments, research and materials. Responsible for keeping all experiments running in the lab.
* Gathers and compiles data generated in the lab.
* Performs comprehensive support services, laboratory analyses, and assists with performing genomics and molecular biology experiments, including but not limited to: isolate peripheral blood mononuclear cells (PBMCs) from blood samples; fixates samples for scRNAseq; extracts DNA from samples (mostly buccal swab); run Bioanalyzer/TapeStation; and builds NGS genomic libraries (DNA and RNA sequencing).
* Assists faculty in planning new services or in solving problems; may write reports if needed.
 | 65% | [x]  |
| **Training / Assisting Students*** Assists in training of new undergraduate and graduate students in the lab (1-4 students per year).
* Assists with scheduling.
* Helps faculty or students in independent use of equipment; acts as a liaison with equipment technicians to describe equipment needs.
 | 20% | [x]  |
| **Laboratory Maintenance** * Manages lab ordering, invoicing, budgeting, record keeping, and generating quotes.
* Oversees sample storage to make sure they are properly stored; assists in maintaining regulatory compliance; manages equipment maintenance (i.e., request repair or calibration when needed).
* Maintains lab inventory (reagents, consumables); and places purchase orders when needed.
 | 10% | [x]  |
| Performs other duties as assigned. | 5 | [ ]  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

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| **PHYSICAL DEMANDS** | **Greater than****50%** | **Less than** **50%** | **N/A** |  |  | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Key Boarding and Mousing
 | [ ]  | [x]  | [ ]  |  | 1. Lifting or Carrying
 |  |  |  |
| 1. Repetitive Motion of upper extremities
 | [x]  | [ ]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Hearing
 | [x]  | [ ]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sight
 | [x]  | [ ]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Sitting
 | [x]  | [ ]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Standing
 | [x]  | [ ]  | [ ]  |  | 1. Pushing or Pulling
 |  |  |  |
| 1. Walking
 | [ ]  | [x]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [x]  |
| 1. Bending *(from waist or neck)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Climbing *(Ladders, stairs or stools)*
 | [ ]  | [ ]  | [x]  |  | 1. Up to 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Stooping, Kneeling, or Squatting
 | [ ]  | [ ]  | [x]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Reaching
 | [ ]  | [x]  | [ ]  |  |  |  |  |  |

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| **ENVIRONMENTAL CONDITIONS** | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Inside *(Typical office environment)*
 | [x]  | [ ]  | [ ]  |
| 2. Elevated Work *(Raised platform/scaffold)* | [ ]  | [ ]  | [x]  |
| 1. Extreme Temperature *(hot or cold)*
 | [ ]  | [ ]  | [x]  |
| 1. Outdoor
 | [ ]  | [ ]  | [x]  |
| 1. Hazards
 | [ ]  | [ ]  | [x]  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
| N/A |

**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type**  | **Purpose and Desired Results**  |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Thermocycler, autoclave, centrifuge, gel electrophoresis | Perform fundamental molecular genetics laboratory tasks |
| Pipettes (single- and multi-channel) | Perform fundamental molecular genetics laboratory tasks |
| TapeStation | Quality control of DNA and RNA samples |
| Mac Computer IOS and software | Scheduling, purchasing, team communication, time management, support students, requesting service on and off campus. |

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

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|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* | [x]  |  |  |
| **\***CSUN Procurement Card (P-Card) Training | [ ]  | [x]  | [ ]  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) | [ ]  | [ ]  | [x]  |
| Bachelor's degree in biology, biotechnology, genetics, or a related area | [x]  | [ ]  | [ ]  |
| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* |
| Required:* Experience with Next Generation Sequencing (NGS) library preparation.
* Excel or similar software

Desirable:* Experience with single-cell RNA sequencing (scRNAseq)
* Experience/training in phlebotomy
 |

**H. Lead or Oversight of Other Positions**  [x]  Yes [ ]  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

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| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
| Student Assistants |       |       |
|       |       |       |

**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

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**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

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| **Employee:**  | **Signature:**  | **Date:**  | **Extension:**  |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) |
| **Non-MPP Lead:** *(if applicable)***C. Eduardo Guerra Amorim, PI/Faculty** | **Signature:**  | **Date:**  | **Extension:**  |
| **1st level MPP Administrator/Dept. Chair:** *(required)***Cheryl C Courtney-Hogue, Dept Chair** | **Signature:**  | **Date:**  | **Extension:**  |
| **2nd level MPP Administrator:** *(if applicable)***Thomas Chavez, DFO** | **Signature:**  | **Date:**  | **Extension:**  |
| **3rd level MPP Administrator:** *(if applicable)***Jerry Stinner, Dean** | **Signature:**  | **Date:**  | **Extension:**  |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |