



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: 8/6/2024
<i>If vacant, name of previous incumbent:</i> Julian Castellanos		
Job (Classification) Code: 1615/1	Job Title: Instructional Support Technician I	Position #: 00003889 (HR use only)
Working Title (optional): Instructional Support Technician		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Department ID: 10310	Department Name: Biology	Time Base: 1.0 Full-time

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 School of Natural Sciences, Mathematics & Engineering (NSME) technical support staff play a critical role in supporting the School's and CSUB's mission, vision and values. In addition, NSME provides students with hands-on learning, cutting edge research opportunities, mentorship from top research scientists in the Biology department, and prepares them for leading roles in the biological sciences.

Under general supervision of the Dean of the School of Natural Sciences, Mathematics, & Engineering, and with daily lead direction from the department chair and lead Instructional Support Technician III, the Instructional Support Technician I offers comprehensive technical support by providing materials, supplies, equipment-related logistical support, and research activities for a variety of lower and upper division laboratory courses within the Biology, Chemistry, and Biochemistry departments.

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. Biology Laboratory Course Support	40%
B. Biology Laboratory Maintenance & Inventory	40%
C. NSME Safety Emergency Support	10%
2) OTHER JOB DUTIES (Marginal Duties)	10%
• Support student-faculty research.	
• Oversee student workers assisting in laboratories and stockroom.	
• 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:

A. Biology Laboratory Course Support (40%)

- Organize and schedule the preparation and provision of biological materials, supplies, and technical and non-technical equipment for laboratory courses by collecting materials from a supplied list for each laboratory from storage. Organize delivery to individual teaching laboratories according to the course schedule.
- Prepare subcultures and maintain stocks of bacteria, fungi, protozoa, insects, and other living organisms used in laboratory courses.
- Maintain organisms by performing aseptic techniques, and maintaining environmental conditions such as temperature, humidity, and light to support optimal growth and health of the organisms.
- Assist faculty in developing new instructional activities and demonstrations by acting as a resource person for materials and equipment utilization.
- Provide technical assistance and support to students and faculty on individual experiments/projects by providing requested materials and equipment as needed, at the lead direction of the Instructional Support Technician III.
- Support the Biology, Chemistry, and Biochemistry departments by recognizing course commonalities related to materials and equipment needed to maintain efficiency in gathering and supplying the materials and equipment for various labs. Communicate any supply bottlenecks to supervisor.

B. Biology Laboratory Maintenance & Inventory (40%)

- Assist with general maintenance of the biology greenhouse including weeding and cleaning as directed. Communicate to supervisor when additional supplies are needed.
- Adjust and calibrate technical equipment (if possible) as directed by supervisor.
- Describe equipment needs or problems when required to Instructional Support Technician III &/or Equipment Technical Support.
- Conduct inventory annually or per term of equipment and accessories with additional smaller inventories as needed. Communicate any inventory inaccuracies to the supervisor for corrective action.
- Maintain the electronic inventory database.

C. NSME Safety Emergency Support (10%)

- Support university safety protocols by following specific procedures and aiding others in following them when needed. Attend safety training and meetings. Collect and organize laboratory safety agreements completed by students and instructors.

- b) Collaborate with the NSME Safety Officer by coordinating cleaning of Personal Protective Equipment (PPE) and laboratory equipment as needed and by coordinating the collection and storage of laboratory safety agreements completed by student and instructors.
- c) Serve as a member of the campus emergency response team and maintain a general awareness of and report any safety/emergency issues that arise.
- d) Participate on and attend the monthly NSME Safety Committee. Attend additional meetings for specific issues as needed.

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 two years of experience providing instructional support services for a unit or discipline, acting as a student assistant, or in producing materials or supplies related to the discipline.
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 the area to which assigned 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 a related discipline may be substituted for the experience
- 4) **LICENSES, CERTIFICATES, CREDENTIALS:** N/A
- 5) **SKILLS, KNOWLEDGE, ABILITIES (SKA's):**
 - Regular and reliable attendance is required.
 - Ability to operate technical equipment related to different biology courses.
 - Ability to adjust and perform simple maintenance of technical and scientific equipment.
 - Basic knowledge and understanding of procedures and techniques, applicable to courses in cell biology, genetics, and molecular biology.
 - Ability to evaluate the materials and supplies used.
 - Ability to learn to adjust and make minor repairs on scientific equipment.
 - Ability to operate scientific or highly technical equipment and to interpret results.
 - Ability to plan activities and prepare schedules.
 - Ability to use methods, techniques and skills related to the discipline in preparing specialized materials.
 - Knowledge of equipment utilized in these courses.
 - Knowledge of common safety procedures for handling and storage of chemicals used in laboratory preparations along with handling both bio-hazardous and hazardous chemical waste.
 - Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
 - Ability to perform some technical work in modifying materials from the purchased state.
 - 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.
 - 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.

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

- A Bachelor's degree in biology, chemistry, or a closely related field.
- Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

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: Dr. Jane Dong
Dr. Carl Kloock (Lead Direction)

Job (Classification) Title: Dean of School of Natural Sciences,
Mathematics & Engineering, Administrator IV
Instructional Faculty, AY (Department Chair of Biology)

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.