

Laboratory Technician II - Biology (Restricted Funds)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=232541>

Downloaded On: May. 9, 2024 4:46am

Posted Mar. 7, 2024, set to expire Jul. 1, 2024

Job Title Laboratory Technician II - Biology (Restricted Funds)
Department Biological Sciences
Institution Mt. San Antonio College
Walnut, California

Date Posted Mar. 7, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Apply By Email

Job Description

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Laboratory Technician II - Biology (Restricted Funds)

Position Number: CM-138-2024

Department: Biological Sciences

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): The initial assignment will be to work Mon-Fri 12:30-9:00 p.m.
In the future, the work assignment may shift to include weekends.

Salary Range: A-86

Salary:

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A-86Steps 1 - 6: \$5,580 - \$7,122 monthly

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 03/05/2024

Initial Screening Date: 03/26/2024

Open Until Filled: Yes

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

Basic Function/Overview:

OVERVIEW: The Biological Sciences Department is one of the largest and most diverse on campus. This department offers a wide array of classes, including classes in Anatomy and Physiology, Biology, Histotechnology, Microbiology, and Public Health. With over 20 full-time faculty, 5 lab technicians, and over 50 adjunct faculty, our resources include modern lecture classrooms and teaching laboratories, as well as special facilities such as the cadaver lab, Wildlife Sanctuary, B.J. Meek collection, Biology Department Museum, and specimen pond. Besides preparing students to transfer to four-year institutions, we have a successful vocational program in Histotechnology and will soon be offering a bachelor's degree in Histotechnology. Our Anatomy and Physiology classes will be expanded to add offerings in an additional teaching modality which will not follow traditional semester scheduling. This competency-based education (CBE) format will allow students more flexibility in when they attend labs and will be included in the Kinesiology transfer degree offered in the CBE modality. This lab tech II - biology will perform activities and functions serving the department's vast class offerings, including the CBE Anatomy and Physiology labs.

DEFINITION: Under general supervision, provides instructional support services for faculty and students of the Biological Sciences program; prepares and sets up laboratory exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the Biological Sciences program.

SUPERVISION RECEIVED & EXERCISED: Receives general supervision from the assigned managerial personnel. Exercises no direct supervision of staff. Provides technical and functional direction and training to student workers.

CLASS CHARACTERISTICS: This is the full journey-level in the Laboratory Technician - Biological Sciences class series. Incumbents at this level are capable of performing the full range of activities related to Biological Sciences programs. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents use independent judgment in carrying out assigned laboratory

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activities. Successful performance of the work requires knowledge of applicable regulations, policies, analytical methods, and quality control/quality assurance procedures associated with assigned responsibilities. This classification is distinguished from other laboratory technicians by having subject matter expertise in biological sciences.

Essential Duties/Major Responsibilities:

1. Prepares and sets up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
2. Provides instructional support services for the Biological Sciences program; performs instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
3. Operates, demonstrates use of, and maintains various laboratory equipment and materials, including lab solutions, live and preserved specimens, and dissecting equipment.
4. Prepares and sterilizes instruments and solutions.
5. Cleans and ensures proper storage of laboratory equipment; ensures laboratory and work areas are in clean and orderly condition.
6. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
7. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
8. Trains and directs the work of student workers. 9. Submits work orders for maintenance and repair of equipment and facilities.
10. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
11. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
12. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

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13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.

14. Prepares and delivers oral presentations related to assigned areas as required.

15. Performs other related or lower classification duties as assigned.

Other Duties:

Knowledge Of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Biological Sciences program.
3. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in biological sciences courses.
4. Set-up, operation, demonstration, and maintenance of various tools and equipment used in biological sciences.
5. Methods, practices, and techniques of student learning and instruction.
6. Modern office practices, methods, and computer equipment and applications related to the work.
7. Record keeping principles and procedures.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and

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accessibility in the recruitment and retention of staff.

3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Explain and apply principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the Biological Sciences program.
5. Assist students and faculty in the use and operation of equipment and materials related to the Biological Sciences program.
6. Create an engaging and positive learning environment in a laboratory or other learning environments.
7. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the Biological Sciences program.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Estimate and order required supplies and equipment.
10. Establish and maintain filing, record keeping, and tracking systems.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

1. Equivalent to an Associates degree from a regionally accredited college in biology or related field; and

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2. Three (3) full time equivalent years of experience working in a classroom, laboratory, or similar setting; or a. Two (2) full time equivalent years of experience equivalent to the Laboratory Technician I - Biology; OR 1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in biology or related field; and 2. One (1) full time equivalent year of experience working in a classroom, laboratory, or similar setting.

3. A Bachelors degree from a regionally accredited college or university is preferred.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in a laboratory/classroom and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, allergens, and hazardous physical substances. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied lab equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally

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heavier weights with the use of proper equipment.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your

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application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

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EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11413>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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