
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

POSITION:	SCIENCE LAB TECHNICIAN - BIOLOGY
DEPARTMENT:	BIOLOGY DEPARTMENT
FINAL FILING DATE:	THURSDAY, MAY 29, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION:	*SCHEDULED TO BE ASSIGNED TO: WOODLAND COMM. COLLEGE
SALARY:	\$3040 - \$3337/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$4224/MO.)
COMMENCING:	As Soon As Possible

BASIC FUNCTION: Under the general supervision of the Dean of the Mathematics and Sciences Division and the technical supervision of the biology faculty, operate and supervise the operation of the department laboratories and related facilities, and to do related work as required by the faculty in the performance of their assignments during the academic year and the summer session.

REPRESENTATIVE DUTIES:

- Order, receive, stock, maintain, dispose of and inventory all supplies and equipment used by the Biology Department in compliance with District and department policies and procedures and applicable state and federal regulations.
- Repair or arrange for the repair of equipment.
- Arrange for materials and equipment necessary for class laboratory sessions offered by the department, and for the removal of materials from the labs when they are no longer needed.
- Maintain safe working conditions and provide for the proper handling, storage and disposal of chemicals, cultures, tissues and equipment in accordance with applicable district, department, state and federal regulations and procedures.
- Maintain the following: Animal room – oversee care and feeding of animals used in biology to insure proper treatment; greenhouse – insure that the watering systems are functioning properly, that plants are grown and maintained for laboratory use and maintain a neat and orderly arrangement of supplies; prep room and classrooms – insure that basic shared supplies are available in each lab and that lab surfaces are clean and orderly; aquaria, display cases and other special equipment – maintain in proper conditions.
- Collect specimens off campus as needed. Pick up supplies from local vendors in the community.
- Recommend policy relating to the hiring and supervision of student workers and recruit, interview, hire motivate and maintain the day-to-day supervision of student workers.
- Train and provide work direction to student workers.
- Assist instructors testing laboratory procedures, arranging for lab tests, keeping records and other activities relating to lab preparation.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Biology and biological laboratory procedures, supplies, equipment and their use
- General needs and behavior of students of various ethnic, racial and cultural backgrounds
- Instructional methods and techniques
- Computers and related supplies, software and equipment
- Safety regulations with emphasis on OSHA requirements regarding chemicals and potentially infectious materials
- Record-keeping techniques.
- Procedures and techniques to find answers to questions
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper methods of storing equipment, materials and supplies.
- Inventory methods.
- Principles, practices, procedures, terminology and equipment of a lab.

ABILITY TO:

- Set up laboratories in accordance with institutional requirements
- Apply techniques of precise measurement and notation
- Assure the care and security of assigned equipment, specialized materials and supplies
- Assemble, maintain and repair lab equipment
- Demonstrate competence in biology
- Make arithmetic computations with speed and accuracy
- Order, receive and store equipment and supplies
- Plan and organize work
- Understand and follow oral and written directions
- Work independently with little direction
- Work confidentially and with discretion
- Communicate effectively both orally and in writing
- Establish and maintain effective working and cooperative relationships with others
- Meet schedules and time lines

- Maintain records and prepare reports

EDUCATION AND EXPERIENCE: Any combination equivalent to: Bachelor's degree in Biology degree in Biological Sciences or related field, plus some evidence of successful experience in laboratory preparation and control.

ENVIRONMENT:

- Lab environment.
- Regular exposure to fumes and odors.
- Indoor and Outdoor environments

PHYSICAL ABILITIES:

- Seeing to prepare solutions.
- Dexterity of hands and fingers to operate assigned lab equipment.
- Standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting moderately heavy objects.
- Pushing or pulling carts.

HAZARDS:

- Hazardous chemicals.

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Woodland Comm. College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Woodland Comm. College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **THURSDAY, MAY 29, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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