LABORATORY TECHNICIAN - CHEMISTRY
JOB #CCC948
$3,436 - $4,165 per Month
The District pays employee's portion of PERS retirement contribution.
This is a classified position subject to a one-year probationary period.

DATE POSTED: March 20, 2014
100% Position, 10 MONTHS PER YEAR
CLOSING DATE: April 17, 2014
POSITION LOCATION: Cypress College – Science, Engineering & Math Department
SCHEDULED SHIFT: 10:00 a.m. – 7:00 p.m., Monday – Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing specialized and technical duties to assist in the operation and maintenance of an instructional laboratory or a technical support service center. Assist in the operation and maintenance of an instructional laboratory or for a technical support service center; perform specialized and technical duties to assure efficient lab operations. Assist faculty in the use of a variety of equipment, materials and supplies. Prepare and issue materials and equipment for student use; maintain records of materials and equipment used by students. Prepare instructional materials and equipment for faculty demonstration and student use as requested, according to approved procedures. Maintain laboratory environment in a safe, clean and orderly condition. Order, receive and store supplies, materials and equipment; maintain inventories, assure that adequate quantities are available for instructional use. Troubleshoot, adjust, maintain and perform minor repairs to equipment; report major repair needs or arrange for repairs according to established procedures. Prepare and maintain various records and reports related to laboratory operations and activities as required; operate a variety of equipment related to the specialized area of assignment; perform some clerical duties as required. Assist in the coordination of exhibits or the use of lab facilities and assure the availability of appropriate supplies and equipment. Train and provide work direction to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND two years college-level course work in area of specialization (chemistry) AND extensive practical experience in area of specialization (chemistry).

Ability to: Plan, organize and prioritize work; perform specialized and technical duties to assure efficient lab operations; assure the care of assigned equipment, materials and supplies; issue and receive equipment and supplies; work independently and with little direction; train and provide work direction to others; assign and review the work of others; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: Principles, practices, procedures and equipment of assigned subject area; the proper methods, materials, tools and equipment used in the assigned classroom or laboratory; appropriate safety regulations (OSHA and District) used in the assigned classroom or laboratory; principles and practices of providing work direction and training; record-keeping techniques; District organization, operations, policies and objectives; technical aspects of field of specialty.

WORKING RELATIONSHIPS
The Laboratory Technician maintains frequent contact with various District personnel; students and outside vendors.
OTHER FUNCTIONS
In addition to the essential functions, the Laboratory Technician may prepare for and host various public functions, as well as maintain budgets for their assigned department.

WORKING CONDITIONS
Lab environment: subject to exposure to chemicals, hazardous and/or toxic solutions, biohazardous materials, and/or fumes, lifting (up to 50 pounds unassisted), climbing, and standing for long periods of time, using electrical tools.

DESIRABLE QUALIFICATIONS
Experience coordinating or assisting with outreach events.

TRAINING REQUIREMENTS (After Hire)
Chemical Hygiene; Hazard Communication.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1. DISTRICT CLASSIFIED APPLICATION REQUIRED
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2. Official/unofficial transcripts of college level coursework.
   Must be submitted with application. Applications submitted without a copy of unofficial/official transcripts will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC948, Laboratory Technician-Chemistry, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before April 17, 2014, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing date. If you are invited for an interview, the committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.