VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
invites applications for the position of:

Instructional Lab Technician II - Physical
and Applied Sciences

SALARY: $4,383.00 - $6,046.00 Monthly
        $52,596.00 - $72,552.00 Annually

OPENING DATE: 09/27/18
CLOSING DATE: 10/14/18 11:59 PM

DESCRIPTION:

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill district-wide, current and upcoming, temporary and regular vacancies for the duration of the list, not to exceed one year. The immediate vacancy is a 12-month, 100% position located at Ventura College.

Under the general supervision of a Dean, perform a variety of complex technical lab work and provide instructional support in labs for physics, engineering, astronomy, environmental sciences, or the earth sciences.

REPRESENTATIVE DUTIES:

Organize and oversee the operation and maintenance of a highly technical and complex instructional science laboratory. E

Prepare and issue materials and equipment for student use in a lab; monitor and maintain records of materials and equipment on loan to or checked out by students and faculty. E

Assist faculty, staff, and students in the safe use of a variety of equipment, materials, and supplies in an instructional lab setting. E

Provide instructional guidance and assistance to individual and small groups of science students; reinforce concepts, techniques, and practical applications presented by the instructor. E

Test, adjust, calibrate, maintain, and perform minor repairs on apparatus and equipment, such as oscilloscopes, voltmeters, lasers, meters and signal generators; fabricate, rebuild, and modify equipment as necessary; send equipment out for major repairs. E

Maintain stock rooms, laboratories, and other assigned areas in a safe, clean, and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices. E

Prepare instructional materials, supplies, and equipment for instructors' demonstrations and student labs; develop and prepare demonstrations and experiments as required; conduct tests of supplies and materials to ensure accurate mixtures and quantities. E

Operate computers and related software applications to control scientific experiments, collect data, and produce analytical written reports. E

Screen, select, train, evaluate, and provide work direction for student workers. E

Order and receive lab supplies, materials, parts, and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use. E
Ensure the accurate labeling and orderly, safe, and proper storage of all supplies, materials, and equipment.  

Maintain a variety of files and records regarding instructional materials, inventories, purchase orders, and equipment repairs; prepare reports as required; perform general clerical duties as needed.  

Use and operate a variety of technical equipment and measuring devices including precision balances, computer equipment, drafting and art tools, and environmental monitoring equipment.  

Design and set up displays for science classes and at various locations on campus to promote interest in the science programs.  

Assist in preparing for field trips and accompany students on field trips as required.  

Assist in preparation of the preliminary laboratory budget; project estimated needs, supplies, and requests; monitor budget expenditures.  

Write instruction booklets and short outlines for the use of software.  

Perform other duties as assigned.

*E* = Essential duties

**MINIMUM QUALIFICATIONS:**

A. An associate degree from a recognized college or university in any of the physical or applied sciences AND four years of professional experience performing technical lab work in the physical or applied sciences, preferably in an instructional environment

OR

B. A bachelor's degree from a recognized college or university in any of the physical or applied sciences AND two years of professional experience performing technical lab work in the physical or applied sciences, preferably in an instructional environment

OR

C. A graduate degree from a recognized college or university in any of the physical or applied sciences.

A valid California Driver License

**SUPPLEMENTAL INFORMATION:**

**EXAMINATION AND SELECTION PROCESS:**

This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by October 14, 2018.

The examination process will consist of any of the following components:

A) Evaluation of Training and Experience (T&E) = Qualifying (pass/fail)  
B) Technical Interview = 100% weighting on final score

Applicants must meet minimum qualifications stated by the filing deadline in order to move forward in the testing process. Those candidates who meet the minimum qualifications will have their application materials reviewed during a Training and Experience Evaluation (T&E). A T&E is an assessment of training and experience that has prepared the candidate for the position. **The nine (9) candidates with the highest passing scores on the T&E will be invited to the technical interview.** The examination process is subject to change as needs dictate. All communication regarding this process will be delivered via email.

**TECHNICAL INTERVIEW DATE RANGE AND LOCATION:**

Date Range: Monday, November 5, 2018 to Friday, November 9, 2018  
Location: Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010
The above date is subject to change. Candidates will be notified of any scheduling changes via email.

**SUBMISSION OF APPLICATION:**
ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. **Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications nor for the purpose of determining salary placement if you are hired.**

When completing the application and the supplemental questionnaire (if applicable), outline in detail your education, training (such as classes, seminars, workshops), and experience. Please be sure to answer every component of each supplemental question as your responses will be scored and serve as your score on the training and experience (T&E) evaluation. Advancement to the next step of the examination process will be limited to the candidates with the highest T&E scores.

All required documents must be submitted by the applicant. Human Resources Department staff will not upload your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

**ELIGIBILITY LIST:**
Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview.

**PROBATIONARY PERIOD:**
All appointments made from eligibility lists for initial appointment or for promotion shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer.

**ACCOMMODATIONS:**
Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

**FOREIGN DEGREES:**
If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. To search institutions that are recognized as accredited by CHEA or the U.S. Department of Education, visit [http://www.chea.org/search/search.asp](http://www.chea.org/search/search.asp) or [http://ope.ed.gov/accreditation/search.aspx](http://ope.ed.gov/accreditation/search.aspx). For a list of recognized organizations providing transcript evaluation services, visit [http://www.naces.org/members.htm](http://www.naces.org/members.htm).

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**
The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
Instructional Lab Technician II - Physical and Applied Sciences Supplemental Questionnaire

* 1. Please be sure to address every component in the supplemental questions as your responses to the questions will be evaluated for the purpose of determining if you will be advanced to the next phase of the selection process. Answer ALL questions honestly and truthfully. We do not expect that every applicant will have experience in every area addressed on this application. If you feel you need more space for your responses, you may submit an additional Word document with the answers to the questions. All information provided within this supplemental application is subject to independent verification of its accuracy. If you exaggerate your training or experience or if you give false and/or misleading information, you may be disqualified from further consideration. Please respond below indicating that you agree to answer the following questions as honestly and accurately as possible.

☐ I agree to answer the following questions as honestly and accurately as possible
☐ I do NOT agree to answer the following questions as honestly and accurately as possible

* 2. Please list the college-level coursework you have completed in physical or applied sciences. In your response, include a) the name of the school where the courses were completed, b) the title of the courses, c) final grades received, and d) any formal academic degrees obtained. If you have not completed any such coursework, please mark N/A.

* 3. Describe your experience working in a physical or applied sciences lab. Please include in your response a) the duration of your experience, b) the institution(s) in which you have gained the experience, and c) your specific responsibilities in the lab. Include any experience you possess with ordering, receiving, and maintaining lab supply inventories. If you have no such experience, please mark N/A.

* 4. Describe your experience maintaining and repairing equipment typically found in an undergraduate physics and/or physical sciences lab. Please include in your response a) the specific equipment you have experience maintaining and repairing, b) the capacity in which you have maintained and repaired such equipment, and c) any experience you have using hand-tools to perform mechanical repair of equipment. If you have no such experience, please mark N/A.

* 5. Describe your experience with desktop computer software applications typically found in an undergraduate physics and/or physical sciences lab. Please include in your response a) the specific software and their role in facilitating the operation and maintenance of the lab and lab courses, and b) your role in supporting software use, installation, configuration, or updating. If you have no such experience, please mark N/A.

* Required Question