

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4786

SCIENTIFIC INSTRUCTIONAL TECHNICIAN SUPERVISOR

Abolished Effective February 10, 2006

BASIC FUNCTION

Supervise staff performing scientific instruction support including professional and technical work for an entire school, college or department.

DISTINGUISHING CHARACTERISTICS

Under administrative direction, plan, develop, implement and review scientific instructional support programs. With delegated authority, interview and recommend selection of applicants, train new employees, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action.

TYPICAL WORK

Prepare and administer course support budgets; prepare cost estimates, fiscal projections and financial reports;

Develop plans for facility and equipment changes; design or arrange for design development to meet teaching needs;

Coordinate functions related to scientific instructional programs; i.e., media rooms, stockrooms, shops, specimen or chemical collections, etc., using safety procedures in handling hazardous materials such as acids, pesticides, radiation, etc.;

Perform the duties of Scientific Instructional Technician II;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree with major study in a basic or applied science AND three years of full-time experience as a Scientific Instructional Technician or equivalent OR equivalent education/experience.

New Class: 6-17-83

Revise Class: 3-3-89