

# Classification and Qualification



# STANDARDS

The California State University System

## Instructional Support Series

Class Title	Class Code	Date Established	Occupation Index Reference
Instructional Support Technician II	1617	7-1-80	P-1
Supervising Instructional Support Technician II	1618	7-1-80	P-1

### DEFINITION:

Under supervision, performs comprehensive support services for a discipline which makes extensive use of materials and supplies including those which are living or unique and scientific equipment both in upper and lower division laboratories or instructional centers.

### DISTINGUISHING CHARACTERISTICS:

Positions in this class compared to the Instructional Support Technician I use increased depth of knowledge of the discipline, greater understanding of laboratory techniques and methods, suitability of materials for related instructional needs, and ability to operate and perform routine maintenance of scientific equipment. In the next lower class, equipment involved is technical but not necessarily scientific. Positions may involve management of a large scientific laboratory for producing scientific materials such as a bacteriology laboratory on a campus producing a wide range of unique materials and serving very diverse course needs. Positions which do not produce materials are expected to exercise knowledge and judgment related to the discipline in evaluating kinds or qualities of materials and equipment and are expected to have responsibility for maintaining or seeking sources of such materials and equipment; materials at this level are frequently living or fragile requiring special handling, storage, safety precautions, or disposal procedures.

### Examples of Typical Activities:

Provides for obtaining materials, supplies, and equipment by ordering, making direct purchase, or writing specifications; seeks sources of hard-to-find and unique materials; solves shipping problems; develops systems and plans and participates in dispensing, storage and disposal of materials and supplies; operates and maintains scientific equipment; assists faculty and administration in planning new services or in solving problems; helps faculty develop new instructional activities by acting as a resource in materials or equipment utilization; helps faculty or students in independent use of equipment; acts as a liaison with equipment technicians to describe equipment needs.

## MINIMUM QUALIFICATIONS:

### Knowledges and Abilities:

Knowledge of the principles of performing support services; knowledge of the principles, methods, and techniques related to the discipline and the curriculum; knowledge of the materials and supplies in the curriculum and the curriculum and their uses.

Ability to plan, organize, and schedule activities; ability to operate technical equipment related to the discipline; ability to maintain records; ability to adjust and perform simple maintenance of technical and scientific equipment.

and

### Experience:

Equivalent to three years of experience providing instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to the area to which assigned.

or

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area may be substituted for one year of the required experience.

or

Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for two years of the required experience.

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** Yes  
**Employee Category:** Non-Academic