

Classification and Qualification



STANDARDS

The California State University System

Technician Trainee

Class Code 1521

Date Established 10-01-79

Occupation Index Reference P-1

DEFINITION:

Under immediate supervision, the Technician Trainee is employed in a trainee capacity to learn and perform routine laboratory preparation, equipment cleaning and maintenance activities.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level position for which immediate on-the-job training is provided. Technician Trainee positions are designed to provide a means of employing persons who do not fully meet the minimum qualifications or skills and abilities requirements to qualify for existing entry-level positions. Technician Trainees will receive on-the-job training and may attend formalized training sessions to develop job skills and knowledges as well as to develop work habits which will enhance their ability to obtain permanent employment. The class of Technician Trainee may be used to prepare incumbents for permanent positions as Laboratory Assistants I or in the instructional support areas. The class of Technician Trainee is distinguished from Laboratory Assistant I which is also an entry-level class, by the general training in various technical settings in addition to specific training within laboratories received in the Technician Trainee class and is further distinguished by the possibility of continuing and permanent assignments at the Laboratory Assistant I level while the Technician Trainee class is used for training purposes exclusively.

The Technician Trainee class is distinguished from the Technical Assistant I class by the greater degree of supervision required and the limited breadth of duties performed in the Technician Trainee class and by the knowledge of names, uses, and care of common types of laboratory, art, audio-visual or engineering materials used in instructional programs and working knowledge of elementary laboratory methods,, procedures and techniques required in the Technical Assistant I class.

Examples of Typical Activities:

Incumbents of positions in this class receive on-the-job training as a member of the technical staff in an academic department by performing basic laboratory set-up and takedown assignments. Training typically includes learning proper work habits, how to follow a prescribed routine, how to utilize one's time in a work situation and how to use judgment in seeking help of supervisors. Trainees learn to perform simple repairs and routine maintenance on audio-visual equipment, develop technical skills by assisting with preparation of simple solutions for cleaning materials and for laboratory classes, learn about equipment used in the departments by assisting with its distribution and by performing very routine equipment cleaning and maintenance assignments. Trainees may attend training sessions including classes in the academic area assigned.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Ability to work in a trainee capacity and to demonstrate continued progress and improvement in work habits, job knowledges and abilities. Ability to read and write at a level appropriate to the duties of the position. Ability to learn about equipment and its use in an academic setting; ability to learn elementary laboratory methods and procedures; ability to follow directions and to work cooperatively and effectively with others. Ability to distinguish colors most frequently found in laboratory work and ability to lift and move equipment and supplies may be required for some positions.

and

Experience:

None required.

and

Education:

None required.

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

*Incumbents in subsidized trainee positions may be paid overtime and shift differential only if authorizations and funds are provided in the appropriate job contract.

*Incumbents in unsubsidized trainee positions may be paid overtime and shift differential in accordance with appropriate California State University and Colleges policy.