

## Classified Position Request

**Position Title:** Instructional Technology Specialist

**Dept/Program:** Maurine Church Coburn School of Nursing

**Submitted by:** Deb Schulte Hacker, EdD, RN; Director, School of Nursing

**FTE:** Full time Position

**New or Replacement:** Replaces Bill McChrystal

**Service Category:** 7

**Salary/Benefit Costs:** Range 7, Step A = \$ 2975 per month x 12 months = \$35,700 base salary.  
With benefits, \$4,188.83 x 12 months = \$50,265.96 per year (costs from HR Office)

**Total Costs:**

New Employee	
<b>Service Category</b>	7
<b>Step</b>	A
<b>Base Salary/ Mo.</b>	\$ 3,281.00
<b>Longevities/ Mo.</b>	\$0
<b>Medical/ Mo.</b>	\$1,824.92
<b>Roll-up Costs</b>	886.06
<b>Total/ Mo.</b>	\$5,991.98

**Funding Source:** School of Nursing budget, 50% is covered by Community Hospital of the Monterey Peninsula

**Are there salary savings?** Yes. Bill McChrystal was paid at step F with two longevity increments. Comparison with new employee costs is as follows:

	Bill McChrystal	New Employee
<b>Service Category</b>	7	7
<b>Step</b>	F	A
<b>Base Salary/ Mo.</b>	\$4,188.00	\$3,281.00
<b>Longevities/ Mo.</b>	\$260	0
<b>Medical/ Mo.</b>	\$1,824.92	\$1824.92
<b>Roll-up costs</b>	\$1,201.23	\$886.06
<b>Total/ Mo.</b>	\$7,474.15	\$5,991.98

**Difference/ Mo.** \$1,482.17  
**Difference/ Yr.** \$17,786.04

**Description of duties and responsibilities:**

The Instructional Technician Specialist provides support for all of the instructional activities associated with the School of Nursing. This includes management of the Nursing Learning Resource Center and Simulation Lab, classrooms and main office, including monitoring of students and maintaining supplies and equipment. Requires detailed record keeping. Operates computers, equipment and specialized software. Orients students and faculty to equipment. Arranges for computerized testing.

**Special Consideration:** Works closely with Community Hospital of the Monterey Peninsula in the ordering and maintenance of supplies and equipment. Works with outside agencies to order and maintain testing programs, simulation, computer, multimedia, and other equipment.

**Does position act as an entry point for the college? Should it be bilingual?** No

**What would happen if this position weren't approved?** The School of Nursing could not operate without this position being filled. The Learning Resource Center and Simulation Lab are the heart of our instructional program, where students learn and refine the skills necessary to care of patients in the hospital. This instructional technology specialist ensures adequate supplies and equipment are available in the classrooms, LRC and simulation lab. It would not be realistic to expect the instructors and/or division office manager to take over the maintenance and operation of the equipment we use to ensure a quality educational experience for students.