Pay Band 021

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Veterinary Tech I

LONE STAR COLLEGE
JOB DESCRIPTION

PAY BAND: 021 FLSA: Non-Exempt

DEPARTMENT: As assigned

LOCATION: LSC Location as assigned

REPORTS TO: As assigned

PURPOSE AND SCOPE:
Utilizes a specialized skill set in performing assigned duties and tasks

PRINCIPLE DUTIES AND RESPONSIBILITIES:
1. Works using basic skills related to analytical, technical, or operational process
2. Works within clearly defined standard operating procedures and adheres to quality guidelines
3. Specialization in technical area.
4. Works under close supervision
5. Responsible for other reasonable, related duties as assigned.

Administrative Support will also include:
- Assists with the functions/operations, daily activities, and procedures for specific departments
- Implements, maintains, and troubleshoots information
- Acts as an expert in multiple specialty areas and provides advice and information to others

Business Services will also include:
- Acts as expert in many areas, provides expert advice, and accurate and constant information to others in financial aid department
- Collects, analyzes, evaluates, and verifies financial aid data and documents submitted by students

Communications will also include:
- May assist and instruct faculty and students in the operation of audio-visual equipment
- May produce graphics for flyers, signs, charts, graphs, overhead projector material, etc.; involves artwork in various forms or act as a professional writer and reviewer for college relations
Operations will also include:
- General maintenance and repair of college facilities
- Assist more experienced staff with the repair and maintenance for certain areas

Student and Academic Services will also include:
- Provides coaching students
- May also assist with programs involving continuing education and student outreach

Student Learning will also include:
- Teaches courses
- Develops competency-bases, client-specialized programs
- Some may assist in specified areas including media and library departments

REQUIRED QUALIFICATIONS:
- High School Diploma and 1 year of related work experience, or an equivalent combination of education and experience.
- Specialization in technical area as required

PREFERRED QUALIFICATIONS:
- N/A

KNOWLEDGE, SKILLS, AND ABILITIES:
- Must have experience with Novel Netware, current versions of MS-DOS, Windows, Word, Excel, PowerPoint, Access, MS-Mail, and remote access systems may be required.

PHYSICAL ABILITIES:
Moderate physical effort dependent upon department.

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, calculator, phone and other general office equipment.

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work may be performed inside and outdoors and exposure to normal atmospheric conditions may exist. If inside, work is performed in a climate-controlled office with minimal exposure to safety hazards.
Pay Band 022

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<tr>
<td>$36,889</td>
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Accountant II; Analyst I – Purchasing; Analyst II – Expenses; AV Media Tech II; Benefits Analyst; Maintenance Tech II – HVAC; OTS - AV Media Tech II; OTS - PC Tech II; Payroll Analyst I; Police Officer; Veterinary Tech II

LONE STAR COLLEGE
JOB DESCRIPTION

PAY BAND: 022

FLSA: Non-Exempt

DEPARTMENT: As assigned

PAY BAND: 091

LOCATION: LSCS Location as assigned

REPORTS TO: As assigned

PURPOSE AND SCOPE:
Utilizes a specialized skill set in performing assigned duties and tasks

PRINCIPLE DUTIES AND RESPONSIBILITIES:
1. Applies acquired expanded skills related to analytical, technical, or operational process.
2. Applies experience and skills to complete assigned work within own area of expertise.
3. Works within clearly defined standard operating procedures and adheres to quality guidelines.
4. Works under a moderate degree of supervision.
5. Responsible for other reasonable, related duties as assigned.

Administrative Support will also include:
- May serve as a law clerk, experienced administrative, or specialist for specific department.
- As a law clerk: research and analyze law sources to prepare drafts of briefs or arguments for review, approval, and use by attorney.
- Assists with functions/operations.
- Ensures that all district policies/practices surrounding functions are implemented/carried out correctly.

Business Services will also include:
- Acts as expert in many areas which include business services, accounting, business specialist, and grant administrator.
- Provides expert advice, and accurate and constant information to others in financial aid department.
- Collects, analyzes, evaluates, and verifies financial aid data and documents submitted by students.

**Communications will also include:**
- Produces, directs and edits projects for the video and media department.
- Promotes collaborative projects.
- May produce graphics for flyers, signs, charts, graphs, overhead projector material, etc.; involves artwork in various forms or act as a professional writer and reviewer for college relations.

**Operations will also include:**
- General maintenance and repair of college facilities.
- Occasionally lead staff with the repair and maintenance for certain areas.

**Safety will also include:**
- Patrols campus grounds and buildings, checking doors, windows, and gates to ensure that they are properly secured.
- Investigates all offenses and incidents.
- Makes court appearances.
- Writes a thorough and accurate report on every criminal complaint, accident, or other significant incident.
- Provides assistances to all students, faculties, and visitors, Responds to calls for first aid and medical assists.

**Student and Academic Services will also include:**
- Provides experienced counseling and advising to students.
- May also assist with programs involving continuing education and student outreach.

**Student Learning will also include:**
- Specializes in curriculum development and/or examining and interpreting.
- Develops training curriculum, professional development and technical programs to support the campus initiatives.
- Conducts needs-assessments as related to curriculum design and delivery.
- Evaluates effectiveness and desired outcomes and utilizes feedback to initiate changes refinements and improvement with program director.
- Others may assist students or examine students’ needs.

**REQUIRED QUALIFICATIONS:**
- Some college and 2 years of related work experience, or an equivalent combination of education and experience.
- Specialization in technical area as required
PREFERRED QUALIFICATIONS:
- Associate’s Degree

KNOWLEDGE, SKILLS, AND ABILITIES:
- Experience with Novel Netware
- Current versions of MS-DOS
- Windows
- Word
- Excel
- PowerPoint
- Access
- MS-Mail
- Remote access systems may be required.

PHYSICAL ABILITIES:
Moderate to considerable physical effort dependent upon department.

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, calculator, machinery and general office equipment, tools associated with special repairs or safety if needed.

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work may be performed inside and outdoors and exposure to normal atmospheric conditions may exist. If inside, work is performed in a climate-controlled office with minimal exposure to safety hazards.
**LONE STAR COLLEGE**

**JOB DESCRIPTION**

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<th>FLSA: Non-Exempt</th>
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<td>LOCATION: LSC Location as assigned</td>
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<td>REPORTS TO: As assigned</td>
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**PURPOSE AND SCOPE:**
Utilizes a specialized skill set in performing assigned duties and tasks

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**
1. Utilizes developed proficiency in a range of processes or procedures through job-related training and considerable on-the-job experience.
2. Completes a variety of atypical assignments.
3. Works within defined processes and procedures and may help to determine the appropriate approach for new assignments.
4. Works under a limited degree of supervision.
5. Acts as an informal resource for colleagues with less experience.
6. Responsible for other reasonable, related duties as assigned.

**Administrative Support will also include:**
- Disposes of matters of a routine nature to conserve others’ time.
- Maintains regular and follow up files and confidential data.
- Collects information needed by superior for conferences/reports/meetings.
- Assists with the functions, daily activities, and procedures for the departments.
- Ensures that all district policies/practices are implemented/carried out correctly by others.

**Business Services will also include:**
- Translates technical guidance received from regulatory process requirements into usable information applicable to the assignment.

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**Pay Band 023**

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Electrician; Maintenance Tech III – Elec; Maintenance Tech III - HVAC
REQUIRED QUALIFICATIONS:
- Associate's Degree and 3 years of related work experience; equivalent related work experience may replace degree.
- Specialization in technical area as required.

PREFERRED QUALIFICATIONS:
- N/A

KNOWLEDGE, SKILLS, AND ABILITIES:
- Experience with Novell Netware, current versions of MS-DOS, Windows, Word, Excel, PowerPoint, Access, MS-Mail, and remote access systems may be required.

PHYSICAL ABILITIES:
Moderate effort dependent upon department.

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, calculator, machinery and general office equipment, tools associated with special repairs if needed.

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work may be performed inside and outdoors and exposure to normal atmospheric conditions may exist. If inside, work is performed in a climate-controlled office with minimal exposure to safety hazards.

HISTORY: LSCS_HRComp_Approved DR_12082013
**LONE STAR COLLEGE**

**JOB DESCRIPTION**

**PAY BAND:** 024  
**FLSA:** Non-Exempt

**DEPARTMENT:** As assigned

**LOCATION:** LSC Location as assigned

**REPORTS TO:** As assigned

**PURPOSE AND SCOPE:**
Utilizes a specialized skill set in performing assigned duties and tasks

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**
1. Has advanced and specialized expertise, typically developed through a combination of job-related training and considerable on-the-job experience.
2. Completes assignments, facilitates the work activities of others, and may assist work beyond own area.
3. Proposes improvements to processes.
4. Acts as a lead for the work of others, but not in a supervisory capacity.
5. Works autonomously within established procedures and practices.
6. Responsible for other reasonable, related duties as assigned.

**Administrative Support will also include:**
- Disposes of matters of a routine nature to conserve others’ time.
- Maintains regular and follow up files and confidential data.
- Collects information needed by superior for conferences/reports/meetings.
- Assists with the functions, daily activities, and procedures for the departments.
- Ensures that all district policies/practices are implemented/carried out correctly by others.
- May include leading and training some part-time workers.

**Business Services will also include:**
- Directs cash management and treasury management functions in compliance with the Texas Public Funds Investment Act and all other legal requirements.
Oversees the collection of system tax revenue.
Prepares various reports meeting state and local compliance requirements.
Collects, analyzes, evaluates, and verifies accounting information.
Reconciles various balance sheet accounts on a monthly basis.
Prepares cost allocations and accrual calculations.
Translates technical guidance received from regulatory process requirements into usable information applicable to the assignment.

Student and Academic Services will also include:
- Provides experienced counseling and advising to students.
- Constant engagement and interaction with diverse group of students.
- Administer and develop different program functions.
- Serves as campus recourse for specific student needs.

Student Learning will also include:
- Specializes in library functions.
- Assists with activities and programs.
- Assists students and/or faculty.
- Works with program manager or supervisor to assess and execute assisting needs.

REQUIRED QUALIFICATIONS:
- Bachelor's Degree and 5 years of related work experience; extensive related work experience may replace Bachelor's Degree
- Specialization in technical area as required

PREFERRED QUALIFICATIONS:
- N/A

KNOWLEDGE, SKILLS, AND ABILITIES:
- Experience with Novel Netware, current versions of MS-DOS
- Windows
- Word
- Excel
- PowerPoint
- Access
- MS-Mail, and remote access systems may be required

PHYSICAL ABILITIES:
Moderate physical effort dependent upon department.

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, calculator, machinery and general office equipment, tools associated with special repairs if needed.
2015-2016 Compensation

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work may be performed inside and outdoors and exposure to normal atmospheric conditions may exist. If inside, work is performed in a climate-controlled office with minimal exposure to safety hazards.

HISTORY: LSCS_HRComp_Approved DR_12082013