LETTER OF UNDERSTANDING

between

YOUNGSTOWN STATE UNIVERISTY

AND

ASSOCIATION OF CLASSIFIED EMPLOYEES (ACE)

In accordance with Article 2, Scope of Unit, Section 2.2, the parties met on August 15, 2025 to discuss the classification changes to the STEM laboratory series. The classification changes will be updated in the Classification Plan as well as detailed below and are effective as of August 15, 2025:

- STEM laboratory specialist - $27.57 starting hourly rate
- STEM laboratory lead specialist - $28.95 starting hourly rate

If applicable, Organizational Development will develop a plan to move all existing employees into the above-mentioned classifications and will consult with Union representatives prior to implementation as needed.

For the University:

KMJ

Kevin Kralj (Aug 28, 2025 12:12:50 EDT)

Kevin M. Kralj
Director, Labor and Employee Relations

Date: 08/28/2025

For the Union:

Melanie Leonard

Melanie Leonard (Aug 28, 2025 11:31:22 EDT)

Melanie Leonard
President, YSU-ACE

Date: 08/28/2025

CLASSIFICATION SERIES:
STEM Laboratory Specialist

BARGAINING UNIT:
ACE

STEM Laboratory Specialist

SERIES PURPOSE: The purpose of the STEM Laboratory Specialist occupation is to oversee the operations of the 3-D Printing Laboratory and Moser Machine Shop including supervision of student lab utilization, design, development, testing, and fabrication of parts and machines, service, and repair of machinery, and maintaining inventory of equipment and supplies. Coordinate moves within the College of STEM involving personnel and equipment; assist in selection of furniture and equipment; coordinate placement and installation; serve as liaison in interactions with university architect, project architects, delivery services personnel, movers, etc. as needed.

CLASS CONCEPT: The class works under general supervision and requires knowledge of 3-D printing and machine shop operations; enforces policies related to lab and machine shop operations.

Incumbent participates as part of a team of laboratory personnel to ensure the efficient utilization of the 3-D printing Laboratory and Moser Machine Shop; ensures the safety of lab personnel and students.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Coordinates moves within the College of STEM involving personnel and equipment; assists in selection of furniture and equipment; assists with the setup of events.

Provides supervision of student use in workspace facilities associated with the STEM College; maintenance and calibrates, and schedules the use equipment in workspaces, including cutting, drilling, and post-processing of items; prioritizes jobs on equipment; attend workspace-related promotional events.-

Receives work requests; evaluates, prioritizes, and assigns as appropriate; consults with requesters and/or resource persons to determine proper approach to projects involving complex systems; establishes and maintains record systems for monitoring work progress and materials/parts inventory/ordering.

Coordinates maintenance programs for laboratories; provides assistance to faculty, staff, and students to ensure familiarity with operation of equipment and laboratory maintenance needs; oversees safety equipment; provides safety training and explains proper use of machine shop and laboratory equipment; services and repairs machine and laboratory equipment as needed.

Designs and fabricates parts and machines to support various University projects using available materials; provides assistance to students with the construction of STEM competition projects.

Locates and orders materials, parts, and machines; prepares annual activity and inventory reports; participates in the annual equipment inventory reporting; attends training courses to remain up to date on latest technologies.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: 3-D printing processes and techniques; laboratory machine shop procedures and equipment operation; blueprint reading; safety practices and procedures; state and federal regulations, policies, and procedures*; basic mathematic principles.

Skill in: operation of 3-D printing and machine shop equipment; use of personal computer; machine shop equipment operation; hand and power tool operation.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret a variety of technical manuals and documentation; communicate verbally and in writing on technical and non-technical matters; gather, collate, and classify information about data, people, or things; prepare and maintain accurate and concise reports and records; handle sensitive inquiries from and contacts with officials and general public.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School diploma or GED; minimum of one year of experience in laboratory and/or machine shop procedures and equipment; experience in 3-D printing operations; and experience in hand and power tool operation, blueprint reading, and arc welding; and a valid driver's license.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: A valid driver's license.

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

VERY HEAVY: work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

UNUSUAL WORKING CONDITIONS: May be exposed to dirt, dust, fumes, noise, and dangerous machinery.

CLASSIFICATION SERIES:
STEM Laboratory Specialist

BARGAINING UNIT:
ACE

STEM Laboratory Lead Specialist

SERIES PURPOSE: The purpose of the STEM Laboratory Specialist occupation is to oversee the operations of the 3-D Printing Laboratory and Moser Machine Shop including supervision of student lab utilization, design, development, testing, and fabrication of parts and machines, service, and repair of machinery, and maintaining inventory of equipment and supplies. Coordinates moves within the College of STEM involving personnel and equipment; assists in selection of furniture and equipment; coordinates placement and installation; serves as liaison in interactions with university architect, project architects, delivery services personnel, movers, etc. as needed.

CLASS CONCEPT: The class works under general direction and requires considerable knowledge of 3-D printing, machine shop operations, and facilities' layout and construction; provides input into the development of policies concerning lab and machine shop operations and enforces policies; and assists with oversight and inspects construction, alteration, and maintenance of facilities as well as oversee construction project operations.
Incumbent leads a team of laboratory personnel to ensure the efficient utilization of workshop, laboratory, and Moser Machine Shop; ensures the safety of lab personnel and students; develops and implements policies and procedures related to the machine shop, labs and equipment use; assists with oversees construction project operations, develops and prioritizes equipment and budget requests to the dean.
JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Plans, organizes, and manages renovation projects; includes project planning and work analysis involving job site inspection. Interprets building codes and coordinates with departments, committees, and other staff as needed.

Monitors projects during construction phase. Estimates labor and material costs; develops material lists and places orders.

Performs building inspections.

Works on special assignments and projects as directed.

Attends, coordinates, and/or conducts meetings in dean's stead as needed.

Coordinates moves within the College of STEM involving personnel and equipment; assists in selection of furniture and equipment; coordinates placement and installation; serves as liaison in interactions with

university architect, project architects, delivery services personnel, movers, etc. as needed; assists with the setup of events.

Provides supervision of student use in workspace facilities associated with the STEM College; oversees maintenance, calibrations, and schedules the use of equipment, including cutting, drilling, and post-processing of items; prioritizes jobs on equipment; attends workspace-related promotional events. Receives work requests; evaluates, prioritizes, and assigns as appropriate; consults with requesters and/or resource persons to determine proper approach to projects involving complex systems; establishes and maintains record systems for monitoring work progress and materials/parts inventory/ordering.

Coordinates maintenance programs for laboratories; participates in the development of policies and procedures related to the machine shop, and equipment use; assists in planning for future equipment and program needs, both related to the development of labs for new and ongoing programs; provides assistance to faculty, staff, and students to ensure familiarity with operation of equipment and laboratory maintenance needs; oversees safety equipment; provides safety training and explains proper use of machine shop and laboratory equipment; services and repairs machine and laboratory equipment as needed.

Designs and fabricates parts and machines to support various University projects using available materials; provides assistance to students with the construction of STEM competition projects; provides guidance for first-year engineering students on projects; provides technical support for senior design projects.

Supervises the student lab assistants throughout the employment cycle; coordinates work activities, schedules, and participates in training and evaluation on a daily basis.
Locates and orders materials, parts, and machines; develops and prioritizes equipment and budget requests to the dean; prepares annual activity and inventory reports; participates in the annual equipment inventory reporting; attends training courses to remain up to date on latest technologies.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: laboratory machine shop procedures and equipment operation; blueprint reading; safety practices and procedures; budgeting; employee training and development*; state and federal regulations, policies, and procedures*; basic mathematic principles.

Skill in: building construction, operation, and maintenance procedures; operation of machine shop equipment; use of personal computer; machine shop equipment operation; hand and power tool operation.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret a variety of technical manuals and documentation; communicate verbally and in writing on technical and non-technical matters; gather, collate, and classify information about data, people, or things; prepare and maintain accurate and concise reports and records; handle sensitive inquiries from and contacts with officials and general public.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School diploma or GED; minimum of one year of experience which includes responsibility for 3-D printing operations and machine shop operations; minimum of two years of experience in laboratory and/or machine shop procedures and equipment; experience in hand and power tool operation, blueprint reading, and arc welding; and a valid driver's license.

PREFERRED QUALIFICATIONS: Five years of experience with building construction, operation and maintenance procedures. Five years of experience with planning and organizing renovation projects. Five years of experience with organizing and overseeing delivery and installation of very large equipment to different buildings. Demonstrated leadership skills in making different entities work together to meet deadlines.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: A valid driver's license.

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

VERY HEAVY: work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

UNUSUAL WORKING CONDITIONS: May be exposed to dirt, dust, fumes, noise, and dangerous machinery.

STEM laboratory specialist and STEM Laboratory lead specialist - Letter of Understanding

Final Audit Report 2025-08-28

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