



# STATE OF CONNECTICUT

## BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1697 <sup>827-7700</sup> ~~229-1697~~ ~~203-566-7373~~ ~~203-566-7373~~

### AUTHORIZING RESOLUTION

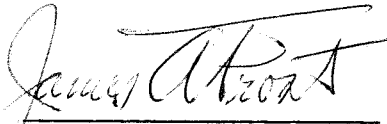
concerning

The Establishment of a New Position  
at Central Connecticut State College  
College Photographer, Administrator II

January 6, 1978

RESOLVED, That the position, College Photographer, Administrator II, be established at Central Connecticut State College effective January 6, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 4, 1978.

A Certified True Copy:

  
James A. Frost  
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Central Connecticut State College, F. Don James  
President F. Don James

Concerning: xx New Position, \_\_\_\_\_ Existing Position (Vacant/Filled)

Proposal:

Reclassification of Edward Schullery, College Photographer (classified)  
SG 11, step 7 (\$10,328 annually).

Proposed Position: Administrator II, College Photographer - \$13,794 annually

Title/Rank \_\_\_\_\_

<u>12 mos.</u> 10 or 12 mo. Full-Part-Time	<u>Salary Level</u>	<u>Gen. Fund</u> Fund (Gen., Ed. Ext., Aux.)	<u>AFSCME</u> Bargaining Unit
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Summary of Function (attach required job description)

attached.

Rational for Altering or Establishing Position

Mr. Schullery has fulfilled far more responsibilities than the classified position calls for -- should be upgraded to Administrator II level.

Conditions of Employment if Changed or Different from Norm.

RECEIVED  
JAN 3 1978  
BOARD OF TRUSTEES  
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Central Office Use

Consultation with Bargaining Unit  
Completed 1/4/78

Approved:

1. For Submission to PERC CMR
2. By Committee/Board \_\_\_\_\_

Comments:

Job Description

ASSISTANT DIRECTOR OF PUBLIC AFFAIRS

(Administrator II)

DIRECTOR OF PHOTOGRAPHY

- Photographic duties:** Still photographs, black & white and color, motion pictures, aerial photographs, macrophotography, microphotography. Prepares photographs for scientific, planning, promotional and historical purposes.
- All evidential photography for agency police department, aerial and technical photography for planning, insurance, liability, construction/repair purposes in accord with other State Agencies.
- Technical duties:** Develop, print, and enlarge photographs. Maintain negative and print files for institutional resources and inter-agency resource. Prepares and maintains reports and records on photographic work particularly as it concerns, legal, insurance liability, campus planning, repair and maintenance functions.
- Laboratory skills:** Possess working knowledge and effective skills in process monitoring, slide duplication, internegatives, transparencies, color printing techniques, copywork, negative and print retouching, sensitometry and all-format camera techniques.
- Service functions:** Services five schools and 40 departments of the college, Board of Trustees for State Colleges; services on demand of State Public Works Department, State Department of Transportation, other agencies involved with College.
- Nature of institution and function of the College is such (seven day per week, 24-hour-per-day operation) that services of photographer are required on an "on-call" basis. Due to demands of College and its programs, events of emergency nature dealing with on-campus population, legal and liability concerns of the College community, services of photographer often required at night, on weekends, etc.

Starting Salary July 1, 1977: Step One \$13,794.