



# STATE OF CONNECTICUT

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#### AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position


at Central Connecticut State College

Compliance & Nondiscrimination Officer  
Administrator III

June 8, 1979

RESOLVED, That the position, Compliance & Nondiscrimination Officer/  
Administrator III, be established at Central Connecticut  
State College effective June 8, 1979, in accordance with  
all provisions and expectations as set forth in the proposal  
dated June 6, 1979 which is attached as an addendum to this  
Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director



Compliance & Nondiscrimination Officer  
Administrator III

RESPONSIBILITIES

Supervises implementation of non-discrimination plans as mandated under Federal and State Equal Employment Opportunity laws, Title IX, Section 504, and other programs as assigned by the President of the College; coordinates OSHA reports; conducts investigations of alleged discrimination; assists in designing training programs appropriate to particular problems; provides Federal, State, and College officials with necessary information concerning program requirements; monitors on-going programs; counsels minorities, women and members of other affected groups; and perform related duties as required. Reports to President of the College in cooperation with Dean of Personnel Administration.

QUALIFICATIONS

Thorough knowledge of the problems of minorities, females, and other affected groups; considerable knowledge of the elements of affirmative action; ability to compile, analyze and evaluate personnel and student records and statistics; knowledge of interviewing and counseling techniques; knowledge of civil service and academic recruitment and selection systems; investigatory ability; ability in written and oral expression; ability to deal effectively with others; supervisory ability.

EXPERIENCE AND TRAINING

Experience working with Affirmative Action programs, equal employment opportunity programs and other non-discrimination efforts desired. Master's Degree and five years college level experience preferred. Other combinations of education and experience will be considered.