

STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

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

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

ROM:	Centra	1 Con	mecticut State College,	Dean of Personne	1 Administration
	Concernir	ng: X	New Position,	Existing Posit	ion (Vacant/Filled)
P	roposal:				
	То	create pos	ition of full-time Nond	iscrimination Compli	ance Officer
P	roposed Pos	ition:			
T	itle/Rank _	Complianc	e & Nondiscrimination O	fficer/Administrator	· III
_	12	•	\$18,603	General	AFSCME
	0 or 12 mo. ull-Part-Ti		The state of the s	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
					ECEIVED
S	ummary of H	unction (a	ttach required job desc	ription)	APR 1 8 19/9
	See	e attached			
			og viljenski programatika i konstruktiva i selektrologija. Programatika i selektrologija i selektrologija i selektrologija i selektrologija i selektrologija i selektrol Programatika i selektrologija i selektrologija i selektrologija i selektrologija i selektrologija i selektrol		OARD OF TRUSTEES THE STATE COLLEGES
. R	ational for	. Alterina	or Establishing Positio		
. 40					
	The growing number of Federal and State nondiscrimination laws and required affirmative action efforts and reports can no longer be satisfied by use of				
	released time faculty. We have an urgent need for a full-time professional who knows the field and can meet the heavy demand for reports.				
C	Conditions of Employment if Changed or Different from Norm.				
	Not to be filled until an unclassified position becomes available.				
	entral Offi	ce Use:		oproved: 1. For Submission 2. By Committee/B	

ec- gm. 4/10/19

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.