



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008 <sup>NEW BRITAIN, CONNECTICUT 06050</sup>

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## AUTHORIZING RESOLUTION

concerning

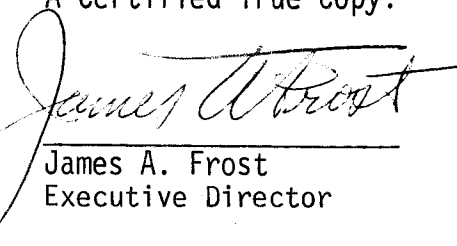
Alteration of Administrative Rank  
at  
Southern Connecticut State College

Assistant to the Director of Public Affairs/Administrator II

January 9, 1981

- WHEREAS, Some months ago a grievance was filed pertaining to the proper administrative rank of the position Assistant Director of Public Affairs, and
- WHEREAS, Processing of this grievance was delayed by mutual agreement due to the continuing negotiation of a new administrative ranking structure, and
- WHEREAS, With the negotiation of the administrative ranks substantially complete, the grievance has been addressed by both parties, now therefore, be it
- RESOLVED, That the position Assistant to the Director of Public Affairs be altered to the rank of Administrator II at Southern Connecticut State College effective January 9, 1981, in accordance with all the provisions and expectations as set forth in the proposal dated January 6, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant to the Director of Public Affairs/Administrator II

Fund: General

Position Type: Permanent  Part-time

Effective Date: January 9, 1981

Cost: From \$15,147 to \$17,450 annual plus \$600 lump sum payment.

Campus: Southern CT State College

Proposal: To raise the rank of Assistant Director of Public Affairs from Administrator I to Administrator II with a lump sum payment in lieu of retroactive payment of \$600.

Summary:

Some months ago a grievance was filed regarding the proper rank of the Assistant Director of Public Affairs/Administrator I. After extensive discussion regarding this position, it was agreed that the duties assigned are more reflective of an Administrator II than an Administrator I.

In settlement of the grievance, it is therefore proposed that the administrative rank be altered to Administrator II with an increase in salary to \$17,450 annual with a lump sum payment of \$600 in lieu of retroactive payment.

Date: January 6, 1981

MARSHA RABE

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Public Affairs

ADMINISTRATIVE RANK: Administrator II

POSITION SUMMARY: Develops, writes, edits, and assists in the production of public information flyers, brochures, catalogues, and bulletins for and about the College's programs and activities.

POSITION RESPONSIBILITIES:

1. Serves as chief writer and editor of College publications.
2. Coordinates, on a day-to-day basis, production inputs, such as word processing, composition and design, for College publications.
3. Assists the director of public affairs in editing major College publications, i.e., College catalogues, Student Handbook, etc.
4. Writes and prepares advertising copy, coordinates advertising design and media placement.
5. Serves as a writer and as assistant editor of the alumni newsletter.
6. Coordinates proofreading of all College publications.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY:

Marsha Rabe January 6, 1981

IMMEDIATE SUPERVISOR:

John P. Mattia January 6, 1981

DEAN OF PERSONNEL ADMINISTRATION:

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