



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 827-7700 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1600 ~~XXXXXXXXXXXXXXXXXXXX~~ ~~XXXXXXXXXXXXXXXXXXXX~~

## AUTHORIZING RESOLUTION

concerning

RECLASSIFICATION

of

STAFF NURSE

to

ASSISTANT DIRECTOR OF HEALTH SERVICES/  
ADMINISTRATOR II

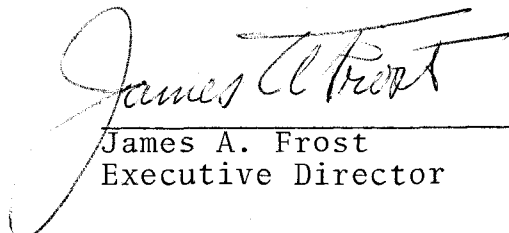
at

EASTERN CONNECTICUT STATE COLLEGE

November 5, 1982

RESOLVED, That the classified position of Staff Nurse at Eastern Connecticut State College be reclassified to an unclassified position, Assistant Director of Health Services/Administrator II, effective November 5, 1982, in accordance with all provisions and expectations as set forth in the proposal dated September 16, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost  
Executive Director

EASTERN CONNECTICUT STATE COLLEGE  
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to the Director of Health Services/Night Manager,  
Administrator 2

FUND: General

POSITION TYPE: PERMANENT 10 months TEMPORARY \_\_\_\_\_

FULL-TIME XX PART-TIME \_\_\_\_\_

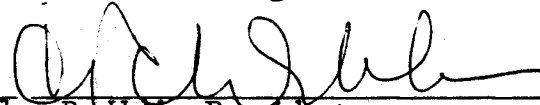
EFFECTIVE DATE: 11/5/82

BARGAINING UNIT SCOAF

COST: NONE

PROPOSAL: To change a vacant staff nurse Night Manager position (Unit 1199) to an Assistant to the Director of Health Services, Administrator 2 (SCOAF) on a ten month basis.

SUMMARY: The present ten month equivalent of a staff nurse's salary (entry level) is \$13,596.00, a ten month administrator 2; entry level is \$10,833.00. The proposal is intended to eliminate our present situation which requires the layoff and reinstatement of our second shift nurse each summer. This proposal would permit the College more flexibility in determining work hours, save money, and act to the advantage of the potential incumbent who would be more fully involved in the professional affairs of the College.



Charles R. Webb, President

DATE: 10/13/82

BY: Michael Paul

MP/emb

RECEIVED

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE DIRECTOR OF HEALTH SERVICES/NIGHT MANAGER

ADMINISTRATIVE RANK: ADMINISTRATOR 2

Under the general supervision of the Dean of Student Affairs, for the management of the Health Service, and the direct supervision of the College Physician(s) for nursing responsibilities, the Assistant to the Director of Health Services administers the Health Service during the evening hours, including the following functions:

1. Manages Health Service facilities during evening hours, including record keeping and maintenance of equipment.
2. Assists in the handling of all related aspects of the College sanctioned insurance policies as required.
3. Secures and maintains the health records of the student body, for use as needed under the direction of the College Physician(s).
4. Provides necessary assistance to the College Physician(s).
5. Provides appropriate medical treatment to all eligible students, as directed by the College Physician(s).
6. Assists in College cooperation with the State Department of Health in control of communicable diseases when requested.
7. Provides health information to the campus community.
8. Prepares pertinent reports as needed.
9. Represents the Office and the College by attending workshops and meetings on or off campus as needed.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Three years of nursing experience. An RN is required; licensure as a nurse practitioner or the equivalent is preferred.

Moh... ..  
Signature for the College Date

Betty B. Tipton (EB 13, 1982)  
Signature for AFSCME Date

\_\_\_\_\_  
Signature of Supervisor Date

\_\_\_\_\_  
Signature of Incumbent Date

MP/emb  
10/12/82