



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

CONVERSION OF POSITION

ASSOCIATE DEAN OF SOCIAL WORK/ADMINISTRATOR VII
to
ASSOCIATE TO THE DEAN OF PERSONNEL ADMINISTRATION/ADMINISTRATOR V
(General Fund)
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

January 6, 1984

RESOLVED, That the position, Associate Dean of Social Work/
Administrator VII be converted to a General Fund position,
Associate to the Dean of Personnel Administration/
Administrator V at Southern Connecticut State University
effective January 6, 1984, in accordance with all provisions
and expectations as set forth in the proposal which is
attached as an addendum to this Resolution, and be it
further

RESOLVED, That the appointment to this position shall be limited to
one year.

A Certified True Copy:


James A. Frost
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

**ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE** (Addendum to BR# 84-26)

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State University

Frank Harrison

President

Concerning: _____ New Position, X Conversion of Existing Position (Vacant/~~filled~~)

Proposal: That the Associate Dean of Social Work, Administrator VII, position be converted to an Associate to the Dean of Personnel, Administrator V, position.

Proposed Position:

Title/Rank Associate to the Dean of Personnel Administration, Administrator V

12 Month			
<u>Full-time, Perm.</u>	<u>\$22,500-\$39,775</u>	<u>Gen.</u>	<u>Excluded Management Position</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

The Associate to the Dean reports to the Dean of Personnel Administration. He/She assists the Dean in the day-to-day implementation of the University's personnel policies, procedures, benefits and employee relations programs. He/She provides support to the Dean in the administration of University collective bargaining agreements and Southern's various Senate documents (and procedures) which are, thereinto, incorporated by reference.

4. Rationale for Altering or Establishing Position

The conversion of this position is being made to ensure that the Offices of the Dean of Personnel Administration have sufficient professional staff to provide necessary services to Southern's approximately 800 full-time and 300 part-time employees. (See also President Harrison's attached statement of support.) Please note finally that such conversion involves no additional costs but rather a "down-grounding" of an existing position from Rank VII to a Rank V.

5. Conditions of Employment if Changed or Different from Norm.

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THE CONNECTICUT
STATE UNIVERSITY

Central Office Use

Consultation with Bargaining Unit Completed _____

Approved:
1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

Date Signature

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate to the Dean of Personnel Administration, Administrator V

SUPERVISOR:

SUPERVISION EXERCISED:

POSITION SUMMARY:

The Associate to the Dean reports to the Dean of Personnel Administration. He/She assists the Dean in the day-to-day implementation of the University's personnel policies, procedures, benefits and employee relations programs. He/She provides support to the Dean in the administration of University collective bargaining agreements and Southern's various Senate documents (and procedures).

POSITION RESPONSIBILITIES:

1. Assist in the gathering, organizing, drafting, updating, etc., of all personnel policies and procedures to be incorporated in the University's Procedure Manual. Assist in the process of notifying appropriate parties of such changes.
2. Assist in the development of a comprehensive staff benefits program through:
 - A. Identification of all existing offerings and procedures, available State services, and other related services/groups of potential support.
 - B. Development and maintenance of a comprehensive "benefits guide" explaining all options available to each employee group.
 - C. Development of a program of benefits counseling both for new hires (i.e., as a part of the orientation process) and for existing staff.
 - D. Development of a systematic approach to investigating new cost effective options to be offered as part of the fringe benefit program.
3. Assist in the updating, review, and careful monitoring of all employee contract (i.e., appointment) records to ensure that notice provisions of the collective bargaining agreements and Senate documents are fulfilled. To ensure that such formats accurately reflect appropriate dates for various personnel actions including issuance of appointment and reappointment letters,

- notices of non-renewal, consideration for tenure/continuing appointment, etc.
4. Assist in the development and implementation of specific education programs to ensure that all employees (i.e., faculty, staff, and supervisors) have a clear understanding of the respective roles and specific duties set forth in collective bargaining agreements and accompanying procedures.
 5. Assist in the administration and monitoring of various aspects of Southern's Promotion, Tenure, Renewal and Professional Assessment Procedures for Faculty including:
 - A. The timely providing of accurate information to the DECs pursuant to Part III. A.1.6.
 - B. The timely providing of notification to candidates, Chairpersons, and DECs pursuant to Part III.A.2.a.
 - C. The timely receipt of all evaluating materials and other required correspondence from appropriate individuals and/or committees in the processes.
 - D. Participating in meetings with candidates for examination of personnel files and transmittal of materials to DECs to be included in promotion, tenure, or professional assessment files.
 6. Assist, in conjunction with the Dean, appropriate administrators in the development and implementation of Southern's "career ladder" programs.
 7. Assist in the conducting of exit interviews with employees leaving the University in order to obtain comments including any suggestions for improving institutional offerings.
 8. Assist in the compiling of various reports. Provides the Dean with written and oral reports pertaining to Personnel Administration as requested.
 9. Performs other assignments pertaining to the orderly and efficient operation of the Offices of Personnel Administration that do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

1. Academic credentials and experience suitable to fulfill the duties and responsibilities of the position. Graduate degree(s) preferred.
2. Demonstrated ability to communicate orally and in writing in a manner that produces desired results and leaves the recipient with the impression that we are a professional operation with concern for individuals.
3. Ability and desire to remain abreast of the changing needs and developments in the field of personnel administration and labor relations.
4. Knowledge of existing policies, procedures and practices for accomplishing tasks and the analytical skills and administrative initiative to propose changes when necessary.
5. Familiarity with data processing operations.
6. Ability to counsel and advise employees and work through appropriate channels to facilitate and encourage a positive employee relations environment.

STATEMENT OF SUPPORT

With the creation of the School of Social Work and appointment of the School Dean, the conversion of this position is being recommended to provide for the reallocation of an existing position to an area of greatest institutional need. Simply stated without this additional professional assistance, the Offices of Personnel Administration at Southern cannot continue to maintain an acceptable level of service to our employees. Furthermore, those existing staff limitations have not permitted the offering of improved services or allowed for adequate attention to specific employee needs (i.e., individual attention).

Please be aware also that this Office deals with subject matters properly requiring serious attention, examination, analysis, and review. The present staff's situation often requires that highly sensitive, technical, and/or legal issues must be reacted to without time for due consideration. Without adequate support staff, Personnel Administration cannot operate proactively in these matters but rather must continue to react to immediate issues without sufficient time available for proper review of the problems posed. The continuation of such a situation, unquestionably threatens our institution's ability to continue to fulfill all collective bargaining obligations, to continue to fulfill our responsibilities for administration of all professional appointment and reappointment formats, to continue to fulfill our numerous responsibilities as set forth in Southern's various Faculty Senate procedures, etc.

Finally, please remember that this recommendation involves no additional costs but rather the "downgrading" of an existing position.

Your support is appreciated.



Frank Harrison
President