



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

CONVERSION OF POSITION

PERSONNEL OFFICER III (CLASSIFIED MANAGEMENT)

to

ASSOCIATE TO THE DEAN OF PERSONNEL ADMINISTRATION  
(UNCLASSIFIED)

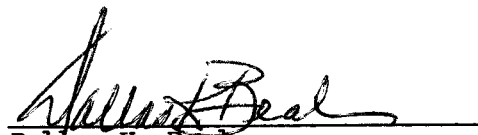
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the vacant position of Personnel Officer III (classified exempt) at Southern Connecticut State University be reclassified to the new title of Associate to the Dean of Personnel Administration (unclassified exempt), effective July 25, 1986, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

**THE CONNECTICUT STATE UNIVERSITY**

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



Submitted	7/11/86
Date	
By: CSU ( )	
CCSU ( )	SCSU (X)
ECSU ( )	WCSU ( )

**POSITION ACTION REQUEST**

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECTIVE 7/25/86 PERM (X) FT (X) TEMP ( ) PT ( )

POSITION TITLE: Personnel Officer 3 6168 Associate to the Dean of Personnel Administration (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 0001 CURRENT SALARY \$42,149 PROPOSED SALARY \$37,000 FUND General BARG UNIT exempt Managerial exempt Manag. Classified Unclass. from to

RESOLUTION

BR# 86-118

RESOLVED, That the position Personnel Officer 3 (Classified Management) at Southern Connecticut State University be converted to Associate to the Dean of Personnel Administration (Unclassified Management), effective July 25, 1986, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this resolution.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee 7/23/86 Date

BOARD OF TRUSTEES 7/25/86 Date

**JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)**

With Roger Bergh having been assigned responsibility for other areas (previously under the Executive Dean position) in addition to remaining in charge of Personnel Administration, there exists a real need for Southern to provide Dean Bergh with adequate staff support in the areas of responsibility where such support is most needed. This can be accomplished by a realignment of responsibilities between existing positions in his office. More specifically, it is recommended that the existing position of Personnel Officer 3 (with the salary level of the former incumbent at \$42,149) be converted to Associate to the Dean of Personnel Administration.

In summary, the conversion supports operations by providing for a reassignment of duties within an office, without the creation of any new positions, and without cost to the University. Finally, Southern would use the converted position as a promotional (affirmative action) opportunity for one of its female employees.

*Michael Libant*  
Signed (University)

July 19, 1986  
Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate to the Dean of Personnel Administration

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 policies, procedures, and programs administered by this office. He/She also provides support to the Dean in the administration of University collective bargaining agreements and Southern's various Senate documents (and procedures).

POSITION RESPONSIBILITIES:

1. Assists in the gathering, organizing, drafting, updating, etc., of policies and procedures. Assists in the process of notifying appropriate parties of such changes.
2. Assists 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.
3. Assists 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.
4. Assists 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 DEC's pursuant to Part III.A.1.b.
  - B. The timely providing of notification to candidates, Chairpersons, and DEC's 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 DEC's to be included in promotion, tenure, or professional assessment files.

5. Assists in the compiling of various reports. Provides the Dean with written and oral reports pertaining to the administration of the offices supervised by the Dean.
6. Performs other assignments pertaining to the orderly and efficient operation of the offices 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.