



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06500 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

UNIT SUPERVISOR (Classified)

to

ASSISTANT TO THE REGISTRAR/ADMINISTRATOR II
(Unclassified)

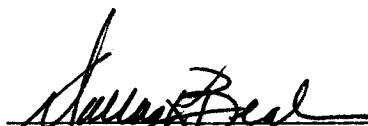
at

WESTERN CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That the classified position, Unit Supervisor, at Western Connecticut State University be reclassified to an unclassified position, Assistant to the Registrar/Administrator II, effective March 6, 1987, in accordance with all provisions and expectations as set forth in the proposal dated December 22, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

**SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES**

Position Title Assistant to the Registrar/Administrator II 24 JVC

Campus Western Conn. State University Date 12/22/86

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE John J. Jakabauski

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/22/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Jakabauski

DATE OF SUOAF CAMPUS REVIEW 12-24-86

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty R. Tipton Date 1/8/87

DISPOSITION AT SUOAF LOCAL LEVEL:

appropriate job description on reverse side. approve proposed rank and salary disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 2/19/87

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Dave Park DATE 2/19/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

RECEIVED
THE CONNECTICUT
STATE UNIVERSITY

Assistant to the Registrar/Administrator II

Position Summary:

Under the direction of the Registrar, supervise the clerical staff, assist in the preparation and maintenance of the undergraduate commencement list, and assist in all registrations.

Supervisor: Registrar

Duties:

1. Prepare and maintain the undergraduate commencement list.
2. Assist in auditing degree requirements of undergraduate students.
3. Assist in supervising the office clerical staff.
4. Assist in preparing the master schedule.
5. Assist in all registrations.
6. Assist in maintenance of all active and inactive records.
7. Assist in mid-term and final grade reporting.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Education and Experience:

Bachelor's degree and two years experience in records keeping and records management. These qualifications may be waived for individuals with appropriate alternative experience.



THE CONNECTICUT STATE UNIVERSITY

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

Submitted	12/22/86
	Date
By:	CSU ()
	CCSU () SCSU ()
	ECSU () WCSU (xx)

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (xx) OTHER () DATE EFFECTIVE 3/6/87 PERM (x) FT (x) TEMP () PT ()

POSITION TITLE: Assistant to the Registrar Administrator II 7917
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARG UNIT	AFSCME	SUOAF/AFSCME
0072	20,239.	22,239.	General	Clerical		

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

Western requests that the position Assistant to the Registrar, Administrator II, be established for Geraldine Chidester who is presently a Unit Supervisor (classified) in the Registrar's Office. The Unit Supervisor position will be cancelled.

Ms. Chidester has been performing the duties in the attached job description and the University believes the establishment of the Administrator II position to be appropriate.

2,000.
 Approx. Cost

[Signature]
 Signed (University) Date 12/22/87

RESOLUTION

BR# _____

RESOLVED, That the position, Assistant to the Registrar/Administrator II at Western Conn. State University be established, effective March 6, 1987, in accordance with all provisions and expectations as set forth in the proposal dated December 22, 1986 which is attached as an addendum to this resolution.

A Certified True Copy _____
 Dallas K. Beal, President, CSU Date

ERC Committee _____
 Date

BOARD OF TRUSTEES _____
 Date