



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

AFFIRMATIVE ACTION OFFICER (PART-TIME)

to

ASSOCIATE TO THE DEAN OF PERSONNEL ADMINISTRATION/
DIRECTOR OF AFFIRMATIVE ACTION (FULL-TIME)

at

EASTERN CONNECTICUT STATE UNIVERSITY

JUNE 19, 1987

RESOLVED, That the part-time Affirmative Action Officer position at Eastern Connecticut State University be reclassified to a full-time position, Associate to the Dean of Personnel Administration/Director of Affirmative Action (unclassified confidential), effective July 3, 1987, at a bi-weekly rate of \$1,609.20 (\$42,000 annual).

A Certified True Copy:

Dallas K. Beal
President

RECEIVED

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY DATE 5/5/87

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) ABOLISH () OTHER ()

DATE STATE 7/3/87 PERM(X) FT(X) TEMP() PT()

POSITION TITLE: Affirmative Action Officer 7921 Associate to the Dean of Personnel

CURRENT CLASS CODE PROPOSED Admin./Dir. of Affirmative Action CLASS CODE

POSITION NUMBER 8056 CURRENT SALARY 1287.48 PROPOSED SALARY 1609.20 BARG UNIT SUOAF Unclass. Conf. From To

FUND Gen.

RESOLUTION

BR# _____

RESOLVED, That the position, part-time Affirmative Action Officer at Eastern Connecticut State University, be reclassified to Associate to the Dean of Personnel Administration/Director of Affirmative Action and transferred from the SUOAF Bargaining Unit to Unclassified Confidential.

A Certified True Copy _____

Dallas K. Beal, President Date

PERCommittee 6/10/87
Date

BOARD OF TRUSTEES 6/19/87
Date

JUSTIFICATION: The Affirmative Action position at Eastern Connecticut State University will be changed to full-time effective FY 1987-88. The University seeks to upgrade the position to render additional professional experience in the Personnel/Affirmative Action area. At the present time, Eastern's Personnel Office is the only one in the system with less than 3 professionals. While the reclassification would not totally remedy this situation, it would provide additional expertise and assistance at a level commensurate with those on the other campuses. The requested salary is identical to those in similar positions on two of the campuses.

\$8,397.00
Approx. Cost

Michael R... 5/11/87
Signed (University) Date

DRAFT
EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Associate to the Dean of Personnel Administration/
Director of Affirmative Action

INCUMBENT: Pat Terry

The Associate, under the supervision of the President for Affirmative Action matters and the Dean for personnel matters, is responsible for the following:

1. Assists the Dean in administration of contractual agreements and personnel regulations, grievance and complaint handling, employee benefits, and coordination of institutional efforts relating to legal matters.
2. Serves as a management representative for contract negotiations and grievance/complaint handling.
3. Supervises employees in the Personnel Department and Affirmative Action Office.
4. Advises the President on all matters of affirmative action, equal opportunity and non-discrimination; including sexual harassment and Section 504 issues.
5. Coordinates the activities of and keeps records for all campus hearing boards involved with non-discrimination issues.
6. Serves as an ex-officio member of the Affirmative Action Advisory Committee.
7. Prepares the University's Affirmative Action Plan including all updates required by University, State, or federal regulations.
8. Advises department heads and university administrators on affirmative action, equal opportunity, and non-discrimination procedures and requirements as they relate to employee recruiting and state recruitment and retention.
9. Reviews University hiring plans and reports for compliance with affirmative action regulations.
10. Provides technical assistance to search committees and other hiring officials.
11. Prepares personnel and affirmative action statistical reports.
12. Maintains liaison with affirmative action agencies, contractors, businesses, and other institutions to insure compliance.
13. Categorizes and updates all federal, state, and University regulations pertaining to affirmative action and equal opportunity and communicates changes to appropriate University personnel.
14. Performs other duties related to those above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's Degree required. Doctorate or J.D. preferred. Some statistical analysis experience preferred. Two to three years experience in higher education required.

These qualifications may be waived for individuals with appropriate alternate experience.

4/23/87

DEAN OF PERSONNEL ADMINISTRATION

