



**CSU**

# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE ASSOCIATE DEAN OF ADMINISTRATIVE AFFAIRS/  
ADMINISTRATOR II  
(Auxiliary Fund)

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

JULY 24, 1987

RESOLVED, That the Auxiliary-funded position, Assistant to the Associate Dean of Administrative Affairs/Administrator II, be established at Southern Connecticut State University, effective July 24, 1987, in accordance with all provisions and expectations as set forth in the proposal attached 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	<u>7-15-87</u>
	Date
By: . CSU ( )	
CCSU ( )	SCSU (X)
ECSU ( )	WCSU ( )

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY ( ) OTHER ( ) DATE EFFECTIVE 7-24-87 PERM (X) FT (X) TEMP ( ) FT ( )

POSITION TITLE: Assistant to the Associate Dean of Administrative Affairs/Admin. II (7917)  
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER:	CURRENT SALARY	PROPOSED SALARY	\$23,000	FUND	AUX.	BARG UNIT	SUOAF
							from to

RESOLUTION

BR# \_\_\_\_\_

RESOLVED, That the position Assistant to the Associate Dean of Administrative Affairs, Administrator II, be established at Southern Connecticut State University effective July 24, 1987.

A Certified True Copy

Dallas K. Beal, President, CSU Date \_\_\_\_\_

PERCommittee 7-22-87  
Date

BOARD OF TRUSTEES 7-24-87  
Date

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

Establishment of this position is requested in order to fulfill the Contract Compliance Regulations established by the Connecticut Commission of Human Rights and Opportunities. This position was approved for 1987-1988 and will be transferred to the General Fund in FY 1989 if a new position is authorized.

\$23,000  
Approx. Cost

Anthony V. Perreone 7/15/87  
Signed (University) Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant to the Associate Dean of Administrative Affairs/ Administrator II

SUPERVISOR: Associate Dean for Administrative Affairs

SUPERVISION EXERCISED:

INCUMBENT:

POSITION SUMMARY:

Coordinates the agency contract related functions to ensure compliance with state and federal regulations and assists the Associate Dean.

POSITION RESPONSIBILITIES:

Coordinates all purchasing office requirements relating to CHRO Contract Compliance Regulations.

Maintains accurate records of all purchase evaluations, forms, reports to CHRO, bidder notification forms and other related materials.

Reviews vendor contracts, bids, etc., develops systems to monitor compliance and coordinates the preparation of supporting documentation for contract credit and payment; reviews vendors' affirmative action plans and goals to ensure compliance with EEO and CHRO laws, regulations and guidelines; serves as a liaison between the agency and CHRO and vendors; prepares weekly reports to CHRO of all contract awards.

Assists the Associate Dean with the preparation and payment of contracts.

Assists the Associate Dean with the review and approval of purchase orders, invoices, out-of-state travel requests, honorariums, personal service contracts and telephone service requests.

Assists the Associate Dean in the general operation and coordination of administrative and auxiliary service areas within the responsibility of the Associate Dean.

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:

Two years' experience in an affirmative action or equal opportunity program including handling contract administration and contract compliance. A bachelor's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION

*[Signature]*

*Robert V. Buena*

*Sign J. Bugh*

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant to the Assoc. Dean of Administrative Affairs / Adm. II

Campus S.C.S.U. Date \_\_\_\_\_

**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 Roger J. Beyle

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 7/10/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]

DATE OF SUOAF CAMPUS REVIEW \_\_\_\_\_

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 4/15/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary per attached position description  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 \_\_\_\_\_

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC  disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL \_\_\_\_\_ DATE \_\_\_\_\_

**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 \_\_\_\_\_

Associate Dean of Administrative Affairs,  
Administrator VII

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