



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF INTERCOLLEGIATE ATHLETICS/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF ATHLETICS-ADMINISTRATION/ADMINISTRATOR III

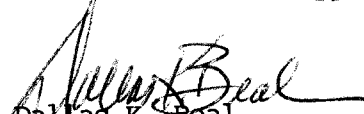
at

CENTRAL CONNECTICUT STATE UNIVERSITY

OCTOBER 9, 1987

RESOLVED, That the position, Assistant to the Director of Inter-collegiate Athletics/Administrator II, at Central Connecticut State University be reclassified as Assistant Director of Athletics-Administration/Administrator III, effective August 28, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

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

Submitted	<u>9/16/87</u>
Date	
By: . CSU ()	
CCSU (X) SCSU ()	
ECSU () WCSU ()	

P O S I T I O N A C T I O N R E Q U E S T

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 8/28/87 PERM (X) FT (X)
 TEMP () PT ()

POSITION TITLE: Asst. to Director of Athletics/Adm. II Asst. Director of Athletics/ADM III
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER:	<u>2587</u>	CURRENT SALARY	<u>\$23,000.</u>	PROPOSED SALARY	<u>\$25,300.</u>	Aux. Serv. FUND	<u>6900</u>	BARG UNIT	<u>Adm. Fac.</u>	N/C
									from	to

R E S O L U T I O N

BR# _____

RESOLVED,

That the position of Assistant to the Director of Intercollegiate Athletics/Administrator II at Central Connecticut State University be reclassified as Assistant Director of Athletics-Administration/Administrator III effective August 28, 1987 in accordance with the proposal outlined in attached justification and job description.

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

PERCommittee _____
 Date _____

BOARD OF TRUSTEES _____
 Date _____

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

The duties of the incumbent have evolved to being a primary administrative function in the office of the Director and the principal women's athletics administrator (see attached old and new job description). In recognition of these added responsibilities, a ten percent adjustment of \$2,300 is appropriate. This adjustment is to be in addition to any retroactive pay increase the incumbent may receive when the Administrative Faculty contract is finally settled.

\$2,300.

[Signature]

 Signed (University)

9-16-87

 Date

Ulichakham

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: ASSISTANT ^{To the Director of} ~~to~~ ATHLETICS

Rank: ADMINISTRATOR II

Department: INTERCOLLEGIATE ATHLETICS

Supervisor's Title: DIRECTOR OF ATHLETICS

POSITION SUMMARY:

Assists the Director in the daily operation and administration of athletic and physical education facilities.

DUTIES:

Supervises preparation of facilities for home athletic contests, recreation programs and special events including, but not limited to, set-up and testing of clock, set-up of bleachers and chairs, set-up of ticket office operation and assignment of locker rooms.

Provides support services for all activities including, but not limited to, working with announcer, clock operator, ticket crew, student help, statistician, sports information and custodians.

Supervises daily operation of and student help staff in the equipment cage, laundry room, swimming pool, outdoor facilities, and fitness center.

Coordinates use of motor vehicles assigned to and leased by department.

Provides facility and activity supervision on nights and weekends as assigned by Director.

Identifies and follows up on maintenance needs of the indoor and outdoor physical facilities.

Assists in the scheduling of facility use.

Assists in preparation of billing for unreturned items and receiving new equipment and supplies.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Bachelor's degree and ability to relate effectively to student athletes, staff and the public required. These qualifications may be waived for individuals with appropriate alternate experience.

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director of Athletics - Administration

Rank: Administrator III

Department: Intercollegiate Athletics

Supervisor's Title: Director of Intercollegiate Athletics

POSITION SUMMARY

Assists the Director in the general administration of the Intercollegiate Athletic program with a special emphasis on women's athletics.

POSITION RESPONSIBILITIES

Serves as primary women's administrator and as representative of the Director.

Assists Director in the development of the budget.

Assists Faculty Athletics Representative in determination of student athlete eligibility and NCAA and conference regulation compliance.

Works with coaches on matters of budgeting, eligibility and inventory control.

Administers summer camps.

Coordinates personnel recruitment.

Assists in administration of National Letter of Intent program.

Supervises management of women's home events.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelor's degree and two to three years of experience in the administration of university programs demonstrating ability to relate effectively to students, staff and general public required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant Director of Athletics

Campus Central

Date 9-4-87

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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 9-4-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch

DATE OF SUOAF CAMPUS REVIEW 9/10/87

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 9/15/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary per attached position description disapprove proposed rank and salary

Comments or Recommendations:

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 [Signature]

DATE 9/17/87

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 _____

THE CONNECTICUT STATE UNIVERSITY LOCAL UNION 2311

RECEIVED

SEP 16 1987

THE CONNECTICUT STATE UNIVERSITY