



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF FISCAL AFFAIRS/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF FISCAL AFFAIRS/ADMINISTRATOR IV

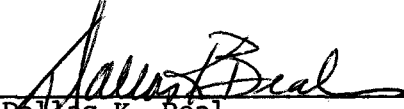
at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant Director of Fiscal Affairs/Administrator III, at Eastern Connecticut State University, be reclassified to Associate Director of Fiscal Affairs/Administrator IV, effective February 12, 1988, in accordance with the attached proposal dated November 18, 1987.

A Certified True Copy:


Dallas K. Beal
President

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 11/18/87

POSITION ACTION REQUEST

POSITION _____ DATE _____ PERM (XX) ET (XX)
 ACTION: ESTABLISH () RECLASSIFY (XX) EFF. 2/12/88 TEMP () PT ()
 ABOLISH () OTHER ()

POSITION Assistant Director of
 TITLE: Fiscal Affairs/Ad.3 7918 Assoc. Dir. of Fiscal Aff/Ad.4 7919
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION CURRENT 1080.20 PROPOSED 1161.23 BARG
 NUMBER 1645 SALARY (28,193) SALARY (30,308) UNIT SUOAF SUOAF
 FUND Gen. From To

RESOLUTION

BR# _____

RESOLVED,

That the position, Assistant Director of Fiscal Affairs be reclassified to Associate Director of Fiscal Affairs/Ad. 4.

A Certified True Copy _____

Dallas K. Beal, President Date _____

PER Committee 1/27/88
 Date _____

BOARD OF TRUSTEES 2/5/88
 Date _____

JUSTIFICATION:

This upgrading is requested for the following reasons:

1. The raise in the dollar value of construction contracts to be administered by local agencies (\$50,000 to \$250,000).
2. The need for local administration of the CHRO Program for university purchasing.
3. Implementation of the university's equipment replacement system.
4. Report requirements regarding employee professional travel.

RECEIVED
 THE CONNECTICUT STATE UNIVERSITY

2115.00

Approx. Cost

Michael Paul 11/18/87
 Signed (University) Date

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF FISCAL AFFAIRS (Acquisitions)

ADMINISTRATIVE RANK: 3

INCUMBENT: E. HILL BULLARD

Under the supervision of the Director of Fiscal Affairs, the Assistant Director is responsible for all commodity and service acquisitions from initial purchase through receiving and payments including the following:

1. Oversees daily purchasing operations and determines workload priorities.
2. Directs the Small Business Set-Aside Program for registered small and minority vendors.
3. Executes commodity and service acquisitions including service contracts, lease/purchase transactions, and public works projects.
4. Selects sources, solicits, and reviews competitive bids for university purchases.
5. Approves purchase orders, fiscal commitments, and payment documents.
6. Supervises the Shipping/Receiving and University Stores facility including maintenance of stocking levels for materials in inventory.
7. Administers the competitive bidding and recordkeeping portions of public works (capital construction) projects.
8. Supervises the Accounts Payable function and miscellaneous non-payroll disbursements including travel, utilities, and reservations payments.
9. Recommends university purchasing policy and advises the administration on purchasing and related matters.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

3 to 4 years of administrative experience equipping the incumbent to assist in Fiscal Affairs Operations. Bachelors Degree required.

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

SIGNATURE FOR SUOAF

DATE

SIGNATURE FOR ECSU

DATE

10/28/85

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DIRECTOR OF FISCAL AFFAIRS (Acquisitions)
ADMINISTRATIVE RANK: 4
INCUMBENT: E. HILL BULLARD

Under the supervision of the Director of Fiscal Affairs, the Associate Director is responsible for all commodity and service acquisitions from initial purchase through receiving and payments including the following:

1. Oversees University purchasing operations including administration of the CHRO compliance program.
2. Directs the Small Business Set-Aside Program for registered small and minority vendors.
3. Executes commodity and service acquisitions including service contracts, lease/purchase transactions, and public works projects.
4. Selects sources, solicits, and reviews competitive bids for university purchases.
5. Approves purchase orders, fiscal commitments, and payment documents.
6. Supervises the Shipping/Receiving and University Stores facility including maintenance of stocking levels for materials in inventory and implementation of the University's equipment replacement system.
7. Administers the competitive bidding and recordkeeping portions of public works (capital construction) projects.
8. Supervises the Accounts Payable function and miscellaneous non-payroll disbursements including travel, utilities, and reservations payments.
9. Recommends university purchasing policy and advises the administration on purchasing and related matters.
10. Reports on employee travel in accordance with University and/or appropriate contractual requirements.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Four years administrative experience equipping the incumbent to assist in Fiscal Affairs Operations. Bachelors Degree required.

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

SIGNATURE FOR SDOAF DATE SIGNATURE FOR ECSU DATE

11/12/87

DIRECTOR OF FISCAL AFFAIRS

G

13

G

ASSISTANT DIRECTOR 3

SECRETARY 2 - E

PURCHASING ASSISTANT - G
SENIOR CLERK - E
FINANCIAL CLERK - G
BSA (Payables) - G
SENIOR CLERK - G
FINANCIAL CLERK - A
SR. CLERK - A (works half time)

MATERIAL STORAGE MGR. -G
STOREKEEPER 2 - E

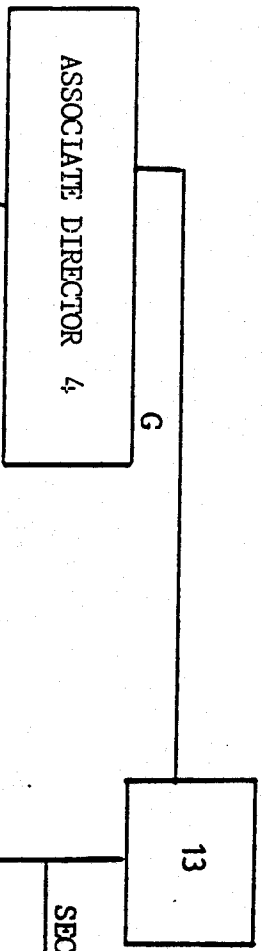
ACCOUNTANT 3-G
ACCOUNTANT 2-E
ACCOUNTANT I-G
ACCOUNTANT I-A
JR. ACCOUNTANT-A
FINANCIAL CLERK-G
FINANCIAL CLERK-A*

2 OFF. APP. OP.-G

PAYROLL OFFICER 2 -G
PAYROLL CLERK-G
PAYROLL CLERK-A

*Works 1/2 in Accounting and 1/2 in Financial Aid

DIRECTOR OF FISCAL AFFAIRS



PURCHASING ASSISTANT - G
 SENIOR CLERK - E
 FINANCIAL CLERK - G
 BSA (Payables) - G
 SENIOR CLERK - G
 FINANCIAL CLERK - A
 SR. CLERK - A (works half time)

MATERIAL STORAGE MGR. - G
 STOREKEEPER 2 - E

ACCOUNTANT 3 - G
 ACCOUNTANT 2 - E
 ACCOUNTANT 1 - G
 ACCOUNTANT 1 - A
 JR. ACCOUNTANT - A
 FINANCIAL CLERK - G
 FINANCIAL CLERK - A*

2 OFF. APP. OP. - G

PAYROLL OFFICER 2 - 1
 PAYROLL CLERK - G
 PAYROLL CLERK - A

*Works 1/2 in Accounting and 1/2 in Financial Aid

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

Position Title Asso Dir of Fin. Affs
Campus ESU 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 omb

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/17/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

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 B. Tipton Date 12/17/87

DISPOSITION AT SUOAF LOCAL LEVEL:
 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 1/13/88

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC () disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C Newton DATE 1/14/88

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 _____