



CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

PERSONNEL OFFICER I (Classified)
to
ASSISTANT DIRECTOR OF PERSONNEL
(Unclassified Confidential)

at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the classified position, Personnel Officer I, at Eastern Connecticut State University be reclassified to Assistant Director of Personnel (Unclassified confidential), 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 FT
 ACTION: ESTABLISH () RECLASSIFY (XX) EFF. 2/12/88 TEMP () PT ()
 ABOLISH () OTHER ()

POSITION TITLE: Personnel Officer I Assistant Dir. of Personnel
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	BARG UNIT	Class. Mt.	UnClass. Mt.
<u>54</u>	<u>1249.51</u> <u>(32,612)</u>	<u>1355.72</u> <u>(35,384)</u>		From	To
		FUND <u>Gen.</u>			

RESOLUTION

RR# _____

RESOLVED, That the position, Personnel Officer I, be reclassified to Assistant Director of Personnel (Unclassified Confidential)

A Certified True Copy _____

Dallas K. Beal, President Date _____

PERCommittee 1/27/88
Date _____

BOARD OF TRUSTEES 2/5/88
Date _____

JUSTIFICATION:

This reclassification is proposed as a system-wide reorganization of campus personnel officers; specifically the transfer of all classified professionals to the unclassified service. The salary increase proposed is an offset to the potential loss of a pay increase anticipated for personnel professionals in the classified service (OJE).

RECEIVED
 THE CONNECTICUT
 STATE UNIVERSITY

OJC to
 PERC
 1/18/88

\$2772.00
Approx. Cost

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

PERSONNEL OFFICER I

Current

CLASSIFIED

GRADE: 6163

SUMMARY OF CLASS:

MP 11

~~NC 20~~

Effective Date

SEP 17 1979

This class is accountable for independently supervising a full range of personnel activities in a smaller agency or institution or for assisting in the direction of personnel management activities in a major agency or institution.

SUPERVISION RECEIVED:

Works under the supervision of a business manager or other administrative head or a personnel officer who reviews work for effectiveness and conformance with policy.

SUPERVISION EXERCISED:

Supervises a small number of Personnel Assistants and clerical staff as assigned.

EXAMPLES OF DUTIES:

Performs highly technical professional personnel work, coordinating activities and responsibilities within an agency and with the State Personnel Division; in a smaller agency or institution, is in charge of a full range of personnel activities including recruitment, classification, compensation, employee and labor relations, personnel policies and procedures, training, manpower, budget and program planning, and preparation and maintenance of all personnel records and related administrative functions; in larger departments or institutions, assists in directing personnel management activities; may participate in collective bargaining negotiations, arbitration, grievance procedures and contract administration; may assist in budget preparation; may participate in Affirmative Action or Employees Assistance Programs; may prepare grant applications; does related work as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY

Knowledge of the principles and techniques of public personnel management including recruitment, selection, classification, and salary administration; knowledge of employee behavior, motivation and control; knowledge of labor relations and arbitration practices; knowledge of affirmative action principles and requirements; knowledge of State personnel regulations and procedures; ability to deal effectively with others; ability to recognize and analyze personnel problems and recommend solutions; ability in written and oral expression; ability to read and interpret laws, regulations and other written materials; supervisory ability.

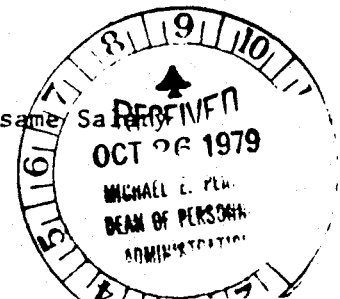
EXPERIENCE AND TRAINING:

General: Six (6) years of experience in professional personnel administration involving recruitment, examination, classification, salary administration or employee relations.

Substitutions Allowed:

1. College training may be substituted for the General experience based on 30 semester hours equalling one year up to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in business administration, public administration, management or guidance, with courses in personnel administration, may be substituted for an additional year of the General experience.
3. One year of employment as a Personnel Assistant may be substituted for the General experience.

This replaces the existing specification for the same class in the same Salary Schedule 6798P NC 20 approved effective October 25, 1974.



EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF PERSONNEL

INCUMBENT: LORA BARAN

Under the general supervision of the Dean of Personnel Administration and operational supervision of the Director of Personnel and Affirmative Action, the Assistant Director is responsible for the following:

1. Assists in the administration of Personnel functions and responsibilities. In the absence of the Director, serves as head of the office.
2. Provides supervision of office support staff.
3. Develops and implements recruitment programs for support staff and assists in the monitoring of compliance with Affirmative Action programs and goals.
4. Performs major functions in the recruitment and hiring of support staff.
5. Serves as office liaison with the Payroll Office.
6. Serves as office coordinator for the Employee Suggestion Program.
7. Supervises entry and accuracy on the Personnel/Payroll Database and maintains University personnel records.
8. Advises supervisors on state and BOT Personnel Regulations, General Letters, employee discipline, contract interpretation, and other personnel matters.
9. Serves as management representative for contract negotiations and grievance/complaint handling.
10. Counsels employees on benefits, retirement and career planning.
11. Assists in the development and implementation of personnel policies, procedures and goals.
12. Serves as office liaison with State Personnel Division on all related matters.
13. Performs other duties as assigned.

QUALIFICATIONS

Bachelor's Degree and three years professional experience in personnel administration involving recruitment, contract administration, employee discipline, benefits administration, and database management.

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

11/12/87

