



CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE TO THE DEAN OF PERSONNEL ADMINISTRATION AND
DIRECTOR OF AFFIRMATIVE ACTION

to

DIRECTOR OF PERSONNEL AND AFFIRMATIVE ACTION

at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Associate to the Dean of Personnel Administration and Director of Affirmative Action, at Eastern Connecticut State University, be reclassified to Director of Personnel and Affirmative Action, effective February 12, 1988, in accordance with the attached proposal dated November 12, 1987.

A Certified True Copy:

Dallas K. Beal

President

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 11/12/87

POSITION ACTION REQUEST

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

POSITION TITLE: Assoc. to the Dean of Personnel Admin. and Dir. of Aff. Action Director of Personnel and Affirmative Action CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER 8056 CURRENT SALARY 1609.20 (42,000) PROPOSED SALARY Same FUND General BARG UNIT Uncl. Conf. From Uncl. Conf. To

RESOLUTION

BR# _____

RESOLVED, That the position, Associate to the Dean of Personnel Admin/Director of Affirmative Action, be reclassified to Director of Personnel and Affirmative Action.

A Certified True Copy _____

Dallas K. Beal, President Date

PER Committee 1/27/88 Date

BOARD OF TRUSTEES 2/5/88 Date

JUSTIFICATION: This reclassification is proposed to reorganize Eastern's Personnel Office along the same lines as those at the other universities. Except for the addition of certain supervisory responsibilities the duties of the incumbent will remain largely the same.

*OIC 10
PERC
11/12/87
DUB*

Approx. Cost .00

Dallas K. Beal Signed (University) 11/12/87 Date

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. Acts as University compliance officer for section 504 matters.
6. Coordinates the activities of and keeps records for all campus hearing boards involved with non-discrimination issues.
7. Serves as an ex-officio member of the Affirmative Action Advisory Committee.
8. Prepares the University's Affirmative Action Plan including all updates required by University, State, or federal regulations.
9. 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.
10. Reviews University hiring plans and reports for compliance with affirmative action regulations.
11. Provides technical assistance to search committees and other hiring officials.
12. Prepares personnel and affirmative action statistical reports.
13. Maintains liaison with affirmative action agencies, contractors, businesses, and other institutions to insure compliance.
14. Categorizes and updates all federal, state, and University regulations pertaining to affirmative action and equal opportunity and communicates changes to appropriate University personnel.
15. 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

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of Personnel and Affirmative Action
INCUMBENT: Pat Terry

The Director, under the supervision of the President for affirmative action matters and the Dean for personnel administration 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. In the absence of the Dean, assumes responsibility for all personnel administration functions.
2. Serves as a management representative for contract negotiations and grievance/complaint handling.
3. Administers operations of the Personnel Department and supervises employees in the Personnel Department and Affirmative Action Office.
4. Administers the recruitment, selection, hiring, training, and benefits counseling functions of the Office.
5. Advises the President on all matters of affirmative action, equal opportunity and non-discrimination; including sexual harassment and Section 504 issues.
6. Acts as University compliance officer for section 504 matters.
7. Plays a major role in, coordinates the activities of, and keeps records for all campus hearing boards involved with non-discrimination issues.
8. Serves on University committees as assigned.
9. Prepares the University's Affirmative Action Plan including all updates required by University, State, or federal regulations.
10. 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.
11. Reviews University hiring plans and reports for compliance with affirmative action regulations.
12. Provides technical assistance to search committees and other hiring officials.
13. Prepares personnel and affirmative action statistical reports.
14. Maintains liaison with personnel and affirmative action agencies, contractors, businesses, and other institutions to insure compliance.
15. Categorizes and updates all federal, state, and University

regulations pertaining to personnel and affirmative action and communicates changes to appropriate University personnel.

16. Performs other duties and responsibilities as assigned.

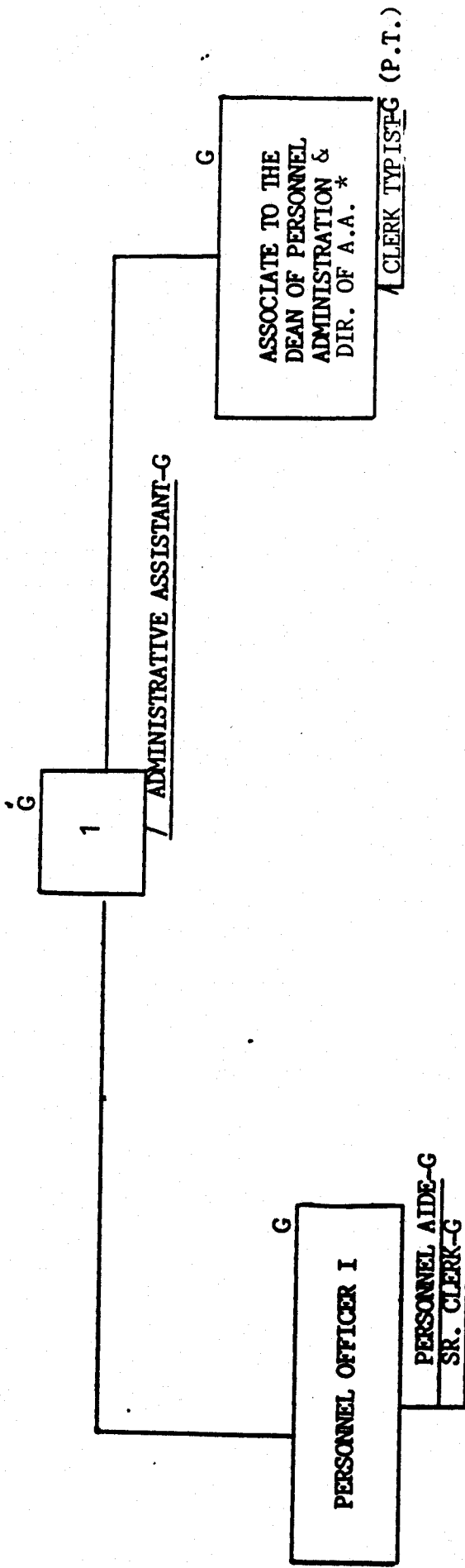
QUALIFICATIONS

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.

11/12/87

DEAN OF PERSONNEL ADMINISTRATION



*Reports to President for AA

