



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF PUBLIC AFFAIRS/ADMINISTRATOR III
to
COORDINATOR OF UNIVERSITY NEWS BUREAU/ADMINISTRATOR IV

SOUTHERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant Director of Public Affairs/Administrator III, at Southern Connecticut State University be reclassified to Coordinator of the University News Bureau/Administrator IV, effective February 5, 1988, in accordance with the attached proposal dated January 13, 1988.

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 1/13/88
Date
By: CSU ()
CCSU () SCSU (X)
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 2/5/88 PERM (X) FT (X)
TEMP () PT ()

POSITION TITLE: Assistant Director of Public Affairs, Administrator III (7918) Coordinator of the University News Bureau, Administrator IV (7919)
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 3332 CURRENT SALARY \$36,113 PROPOSED SALARY \$39,113 FUND General BARG UNIT -SUOAF-
from to

RESOLUTION

BR# _____

RESOLVED; That the position Assistant Director of Public Affairs, Administrator III, be reclassified to Coordinator of the University News Bureau, Administrator IV, effective February 5, 1988.

A Certified True Copy _____

Dallas K. Beal, President, CSU

Date

PERCommittee 1/27/88
Date

BOARD OF TRUSTEES 2/5/88
Date

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

As part of the reorganization of the Public Affairs Office, it is requested that the position Assistant Director of Public Affairs, Administrator III, be reclassified to Coordinator of the University News Bureau, Administrator IV. The preparation of public information for internal and external users is the major operation of the Public Affairs Office. This responsibility has grown to the point where it needs one person in charge of the operation on a day-to-day basis. In the past few years, the Assistant Director has assumed some of this responsibility while the Director has become more involved in the areas of presidential assistance and coordinating major public functions.

\$3,000.00
Approx. Cost

Michael J. Adanti (cb)
Signed (University)

1-13-88
Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Coordinator of the University News Bureau

ADMINISTRATIVE RANK: Administrator IV

POSITION SUMMARY:

Directs the University's news operations and internal and external communications, under the supervision of the Director of Public Affairs, with the goal of enhancing the positive image of the University. Also serves as a presidential adviser and assistant in the preparation of communications from the President's Office to the University community and the public.

POSITION RESPONSIBILITIES:

1. Directs the day-to-day activities of the University's news bureau operations, including the writing of press releases, feature articles, interviews, and announcements on University programs and activities for public and specialized media.
2. Directs and supervises a staff of one full-time and two part-time professional writers, as well as intermittent student intern writers.
3. Deals with various segments of the public through all media forms in matters related to University information.
4. Responsible for writing presidential speeches, official statements, and other presidential communications to the University community.
5. Advises faculty in journalistic and publication writing and procedures, and provides comprehensive editing service to them in the preparation of journalistic essays and commentaries.
6. Arranges for faculty interviews in newspapers and on radio and television.
7. Performs duties related to public affairs operations in public information programs.
8. 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:

Four to five years of experience in public information, including formulation and implementation of public information policy. A master's degree is required. These qualifications may be waived for individuals with appropriate alternative experience.

IMMEDIATE SUPERVISOR

John P. Mattias

ADMINISTRATIVE FACULTY

William J. Howard

PERSONNEL ADMINISTRATION

Jean M. Battaglia

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Coordinator of the University News Bureau, Adm. IV

Campus Southern Connecticut State University Date January 7, 1988

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 Jean M. Bottaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY William J. O'Neil

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 R. V. Farrell Date _____

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. Kauter 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 _____