



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 CONTINUING EDUCATION/
ADMINISTRATOR II

to

ASSISTANT DIRECTOR OF CONTINUING EDUCATION/ADMINISTRATOR III

at

WESTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant to the Director of Continuing Education/Administrator II, at Western Connecticut State University be reclassified to Assistant Director of Continuing Education/Administrator III, effective February 5, 1988, in accordance with the attached proposal dated December 21, 1987.

A Certified True Copy:

Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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

| | |
|-------------|----------|
| ADDENDUM TO | BR#88-37 |
| Submitted | 12/21/87 |
| Date | |
| By: CSU () | |
| CCSU () | SCSU () |
| ECSU () | WCSU (X) |


POSITION ACTION REQUEST

| | | | | | |
|------------------|--|--|---------|-----------------|-----------------|
| POSITION ACTION: | ESTABLISH () RECLASSIFY (X) OTHER () | DATE EFFECTIVE | 2/5/88 | PERM (X) FT (X) | TEMP () PT () |
| POSITION TITLE: | Admin. II/ 7917 | Admin. III/ | | | |
| | Asst. to the Dir. of Continuing Educ. | Assistant Director of Continuing Educ. | | 7918 | |
| | CURRENT (Class Code) | PROPOSED (Class Code) | | | |
| POSITION NUMBER: | 2052 | CURRENT SALARY | 22,811. | PROPOSED SALARY | 24,522. |
| | | FUND Extension | | BARG UNIT | AFSCME from to |

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

We are requesting that the position Admin.II/Assistant to the Director of Continuing Education be reclassified to Admin. III/Assistant Director of Continuing Educa. due to increased responsibilities. Additional duties and responsibilities include supervision and preparation of office forms and data, researching and correcting problems in the "Weekly Accountant's Audit Report," participation in the preparation of the semester course brochure, aid in the dissemination, return, and verification of final grades, and participation in the planning and preparation of registration materials for mass distribution. We feel the increase in duties of the position warrants a reclassification to the Assistant Director level.

1,711.00
Approx. Cost


Signed (University) 12/18/87
Date

RESOLUTION

BR# _____

RESOLVED, That the position Admin. II/Assistant to the Director of Continuing Educa. be reclassified to Admin. III/Assistant Director of Continuing Educati.at WCSU effective February 5, 1988 in accordance with all provisions and expectations as set forth in this proposal.

*OIC TO PERC
1/14/88
DCC*

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

ERC Committee _____ BOARD OF TRUSTEES
Date Date

Assistant Director of Continuing Education

ADMINISTRATOR III

SUPERVISOR: Dean of Continuing Education

SUPERVISION EXERCISED: Clerical Staff, Graduate Assistants and Student Assistants

INCUMBENT NAME: *Elaine Bochnerich*

POSITION SUMMARY:

Under the direction of the Dean of Continuing Education, the Assistant Director participates in the planning of effective and efficient student registrations; counsels students; prepares in-put data for computer processing and reviews out-put; participates in the registration process.

POSITION RESPONSIBILITIES:

1. Academic advisor to incoming and continuing students.
2. Supervises and participates in the preparation of the forms and data, both forwarded from and returned to this office, which are necessary for the maintenance of accurate files.
3. Maintains statistical student information.
4. Researches and corrects problems on the "Weekly Accountant's Audit Report."
5. Participates in the preparation of the semester course brochure.
6. Aids in the dissemination, return, and verification of final grades.
7. Provides information to part-time faculty concerning proper administrative procedures.
8. Participates in the planning and administration of registration for all part-time evening students.
9. Participates in the planning and preparation of registration materials for mass distribution.
10. Maintains files of special part-time students registered in the Evening program.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

No qualifications or experience requirements

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

to Dean

Position Title Administrator III/Assistant Director of Continuing Education

Ca Western Date 12/21/87

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 Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1/7/88

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Kennie Kuroski

DATE OF SUOAF CAMPUS REVIEW 1/7/88

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 Tipton Date 1/12/88

DISPOSITION AT SUOAF LOCAL LEVEL: condetained on
 approve proposed rank and salary noted title * disapprove proposed rank and salary

Comments or Recommendations: change. see pp description - no experience or qualifications included.

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: There is an agreement to consider the title later

VICE PRESIDENT FOR PERSONNEL Dee Neenan with correct title Assistant 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 _____