

# CONNECTICUT STATE UNIVERSITY

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



RESOLUTION

concerning


ESTABLISHMENT OF INTERMITTENT POSITION

ASSISTANT IN AUXILIARY ENTERPRISES/ADMINISTRATOR I  
at  
EASTERN CONNECTICUT STATE UNIVERSITY

APRIL 8, 1988

RESOLVED, That the permanent intermittent position,  
Assistant in Auxiliary Enterprises/Administrator I  
be established at Eastern Connecticut State  
University, effective April 8, 1988, in accordance  
with all provisions and expectations as set forth  
on CSU Form 200.

A Certified True Copy:

  
Dallas K. Beal  
President

CSU-200 EASTERN CONNECTICUT STATE UNIVERSITY DATE 3/8/88

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY ( ) ABOLISH ( ) OTHER ( ) DATE EFF. 5/6/88 PERM(X) FT( ) TEMP( ) PT( ) (Intermittent)

POSITION TITLE: Assistant in Auxiliary Enterprises/Ad. 1 7916 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER CURRENT SALARY 689.66 (18,000) PROPOSED SALARY FUND Aux. Svcs. BARG UNIT From To SUOAF

RESOLUTION RR#

RESOLVED, That the permanent intermittent position, Assistant in Auxiliary Services be established at Eastern Connecticut State University.

A Certified True Copy Dallas K. Beal, President Date

PERCommittee 4/6/88 Date BOARD OF TRUSTEES 4/8/88 Date

JUSTIFICATION: This position is requested to provide summer assistance to the Director of Auxiliary Enterprises in providing services to off-campus groups using University Facilities during the summer. The position is self-supporting and would only be filled when camps, etc. are operating and when the Auxiliary Services budget permits.

\$4000 (filled intermittently) Approx. Cost

*Michael Beal* 3/8/88 Signed (University) Date

## EASTERN CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

POSITION TITLE: ASSISTANT IN AUXILIARY SERVICES

RANK: 1

## INCUMBENT:

Under the supervision of the Director of Auxiliary Enterprises and Institutional Services, the Assistant provides services to off-campus users of University facilities. This position is permanent-intermittent with responsibilities confined to periods when users are on campus. Position responsibilities include the following:

1. Provide all necessary services to groups, camps, and other users of University facilities.
2. Schedule and supervise maintenance services for such groups.
3. Ensure that various contracted services are provided as stipulated.
4. Assist in the registration activities of group participants including tasks associated with moving in and moving out of facilities.
5. Assist in the scheduling of outside vendor services.
6. Assist in solving problems involving users.
7. Assist in the coordination of user activities with appropriate University offices and departments.
8. Assist in providing support to the Director on days when he is away from the University.
9. Perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

## QUALIFICATIONS

Ability to relate effectively to college students and staff and user participants. A Bachelor's Degree is required.

The above qualifications may be waived for individuals with appropriate alternative experience.

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For the University

Date For the Union

Date

3/8/88

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

Position Title Assistant in Auxiliary Services  
Campus Eastern Connecticut State Univ. Date 3/8/88

**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 Michael Pernal

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE \_\_\_\_\_

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 Verbal CIC Date \_\_\_\_\_  
*MCP*

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 3/24/88

**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 3/24/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Huber DATE 3/25/88

**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

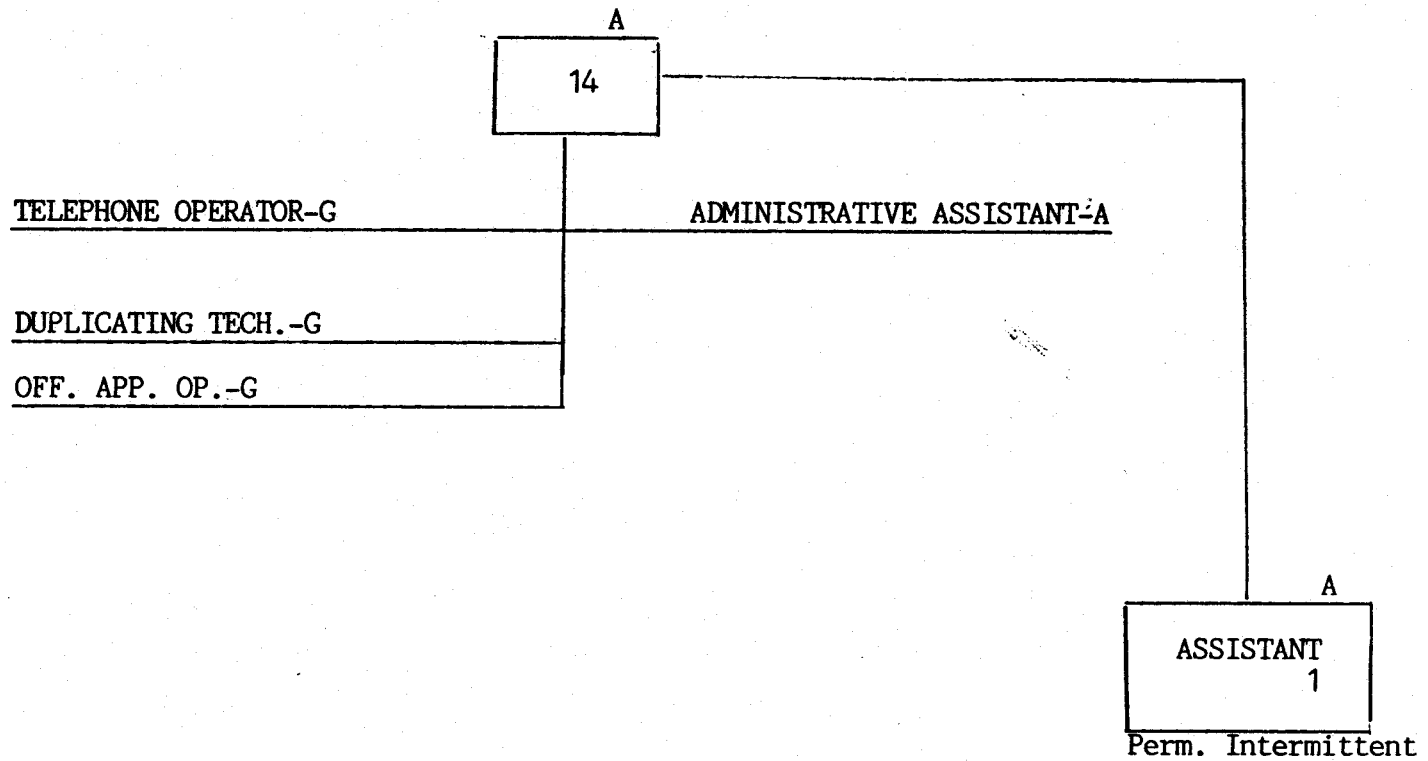
disapproved

DATE \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

DIRECTOR OF AUXILIARY ENTERPRISES AND INSTITUTIONAL SERVICES



DIRECTOR OF AUXILIARY ENTERPRISES AND INSTITUTIONAL SERVICES

