



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

RESOLUTION

concerning

ESTABLISHMENT OF AUXILIARY-FUNDED POSITION

ASSISTANT DIRECTOR OF PLANNING AND ENGINEERING/ADMINISTRATOR III

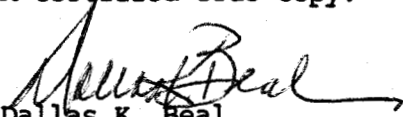
at

WESTERN CONNECTICUT STATE UNIVERSITY

JUNE 17, 1988

RESOLVED, That an auxiliary-funded position, Assistant Director of Planning and Engineering/Administrator III, be established at Western Connecticut State University, effective June 17, 1988, in accordance with all provisions and expectations as set forth in the attached proposal.

A Certified True Copy:


Dallas K. Beal
President





THE CONNECTICUT STATE UNIVERSITY

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

| | |
|-------------|-----------|
| Submitted | BR#88-86 |
| Date | |
| By: CSU () | |
| CCSU () | SCSU () |
| ECSU () | WCSU (XX) |

POSITION ACTION REQUEST

| | | | | | | |
|------------------|----------------|----------------|-----------------|--------------------------------------|-----------|--------------------------|
| POSITION ACTION: | ESTABLISH (XX) | RECLASSIFY () | OTHER () | DATE EFFECTIVE | PERM (X) | FT (XX) |
| POSITION TITLE: | New | | | Admin. III | TEMP () | PT () |
| | | | | Asst. Dir. of Planning & Engineering | | 7918 |
| | CURRENT | (Class Code) | PROPOSED | (Class Code) | | |
| POSITION NUMBER: | CURRENT SALARY | Rank Minimum | PROPOSED SALARY | subj. to coll. barg. agreement | FUND Aux. | BARG UNIT from to AFSCME |

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

This proposed position is a result of growing demands on the Office of Planning and Engineering. Since W.C.S.U. is in the forefront of completing the summary phase of its Master Plan, initiation and monitoring of the program is taking more and more time from the other duties of the Director of Planning. This causes Agency-run projects directed toward preventative maintenance, campus safety programs, and on-going renovations to suffer. The proposed position will help insure continuation of all the programs under the aegis of the Planning Office. Establishment of this position is in accordance with approved new positions in WCSU's '87-'88 budget.

RECEIVED

JUN 1 1988

THE CONNECTICUT STATE UNIVERSITY

[Signature]
 Signed (University) 9-2-87
 Date

Approx. Cost

RESOLUTION

BR# _____

RESOLVED, That the position, Assistant Director of Planning and Engineering/Administrator III, at Western Conn. State University be established in accordance with all provisions and expectations as set forth in this proposal.

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

PERCommittee _____ BOARD OF TRUSTEES
 Date Date

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Administrator III (Assistant Director of Planning & Engineering)
Campus Western Connecticut State University Date _____

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 9/2/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Vernice Kurobi

DATE OF SUOAF CAMPUS REVIEW 9/2/87

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 Vernice Kurobi Date 9/14/87

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 _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL _____ DATE _____

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 _____

Western Connecticut State University

Administrator III/Assistant Director of Planning & Engineering

Supervisor: Director of Planning & Engineering

Position Summary:

The incumbent assists in developing concepts, working drawings and specifications for agency administered "in-house" and "bid-out" projects up to \$250,000. in value. Additionally, the incumbent assists in compiling statistical data effecting these projects, interfacing with other state agencies and overseeing campus energy and safety programs.

Position Responsibilities:

1. Draft architectural and construction documents required to implement agency administered "in-house" and "bid-out" projects up to \$250,000. in value.
2. Assist in compiling statistical data and cost estimates effecting capitol projects.
3. Assist in initiating project requests and interfacing with other state agencies where required to implement capitol projects.
4. Act as the University Energy Coordinator and University liaison with the energy division of the Office of Policy & Management; pursues federal funding for energy related procedures where indicated.
5. Act as the University Fire Safety Coordinator and University liaison with the State Fire Marshall's Office.
6. Maintain a current construction-cost file based on recently completed construction projects and upgraded from information solicited during the bidding procedure.
7. Assist the Director of Planning and perform other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

Educational Experience:

Two to three years of architectural experience demonstrating knowledge of architectural drafting and specification and report writing. A Bachelor's degree is required, a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.