



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF AV/TV MULTI-MEDIA/ADMINISTRATOR IV

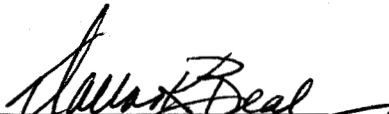
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED, That the position of Assistant Director of Media Services, Administrator III at Southern Connecticut State University be reclassified to Associate Director of AV/TV Multi-Media/Administrator IV, effective September 9, 1988, in accordance with all provisions and expectations as set forth in the proposal dated June 1, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU - 2

**CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM**

SUBMITTED <u>6/1/88</u>
BY: CSU []
CCSU [] SCSU [X]
ECSU [] WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE <u>9/9/88</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []				
POSITION TITLE:	Assistant Director of Media Services, Administrator III (7918)	Associate Director of AV/TV Multi-Media, Administrator IV (7919)		
	CURRENT CLASS CODE	PROPOSED CLASS CODE		
POSITION NUMBER <u>0407</u>	CURRENT SALARY \$ <u>37,100</u>	PROPOSED SALARY \$ <u>38,100</u>	FUND <u>General</u>	BARGAINING UNIT <u>SUOAF</u>
			FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the position of Assistant Director of Media Services, Administrator III, to Associate Director of AV/TV Multi-Media, Administrator IV, in order to place this position at the appropriate level of responsibility.

JUSTIFICATION:

With the evolution of technology in the AV/TV Multi-Media areas, this office has acquired new equipment and has expanded its operations in response to growing user needs. Consequently, the Assistant Director has assumed responsibility for all computer-generated video, multi-image programming for faculty/student programs and editing video for all campus users except the Communication Department. In addition, this position has assumed responsibility on a day-to-day basis for the direct supervision of the University ID program, the distribution of all AV/TV equipment for campus users, and the repair and maintenance of equipment. This position also assumes responsibility for the entire operation in the absence of the Director. Reclassification of this position to the Associate level will reflect the increase in duties and will place the position at the appropriate level of responsibility.

\$ 1,000
COST OR SAVINGS

[Signature]
SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART, (✓)
JOB DESCRIPTION, AND (✓)
DAF SIGN OFF FORM IF REQUIRED (✓)

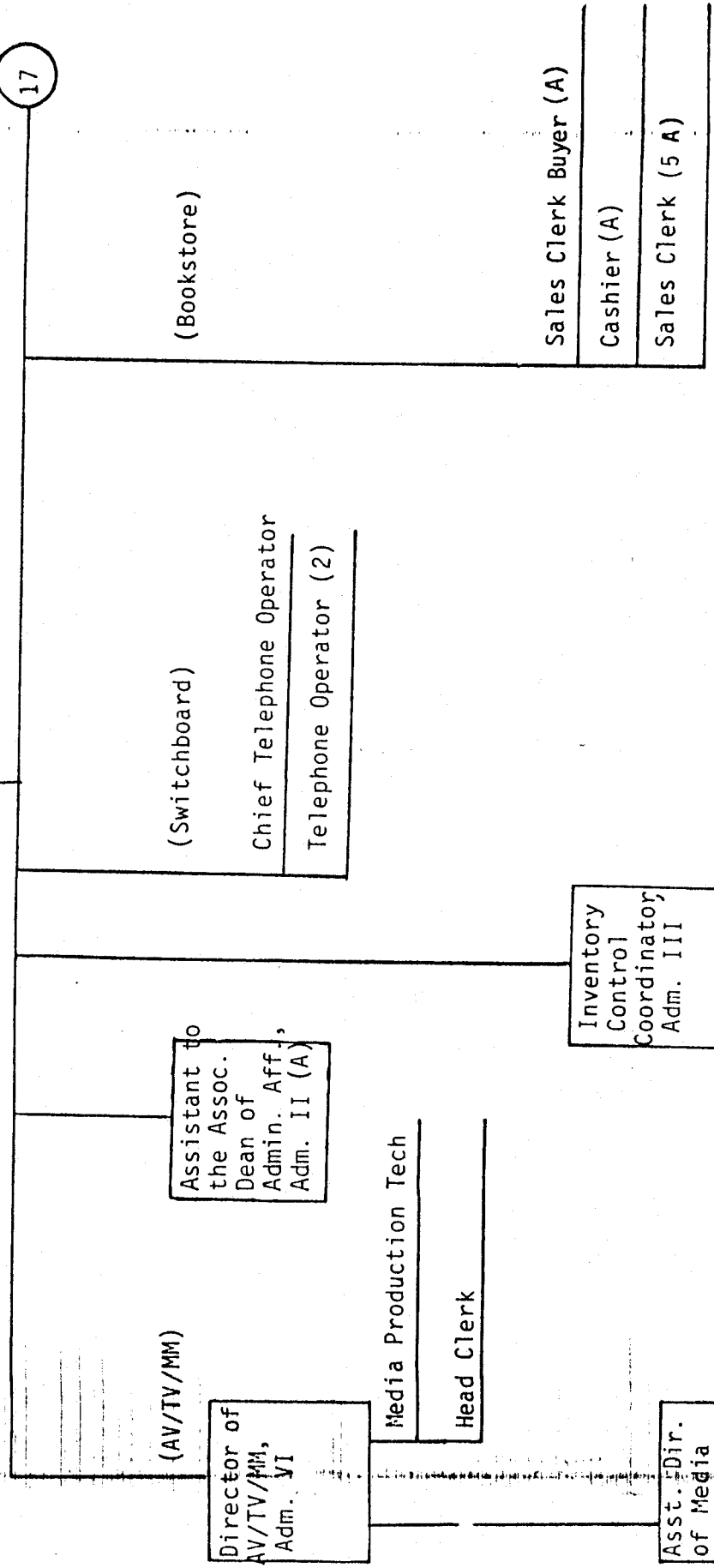
MISCELLANEOUS COMMENTS:



Associate Dean of Administrative Affairs,
Administrator VII

14

17



Associate Dean of Administrative Affairs,
Administrator VII

14

17

(AV/TV/MM)

(Bookstore)

(Switchboard)

Director of
AV/TV/MM,
Adm. VI

Assistant to
the Assoc.
Dean of
Admin. Aff.,
Adm. II (A)

Chief Telephone Operator
Telephone Operator (2)

Media Production Tech

Head Clerk

Sales Clerk Buyer (A)

Cashier (A)

Sales Clerk (5 A)

Inventory
Control
Coordinator,
Adm. III

Assoc. Dir.
of AV/TV/
MM,
Adm. IV

Southern Connecticut State University
Assistant Director of Media Services AV/TV/Multi-Media /Administrator III
(Code)

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME: Robert Corda

POSITION SUMMARY:

Shares the responsibility with the director for the planning, organization, administration and operation of the Audio-Visual and Television/Multi-Media Departments.

POSITION RESPONSIBILITIES:

Responsible for classroom instruction (Ed. 306, AV Aids in education).

Responsible for the hiring and supervision of student assistants in both departments.

Assists the director in budget preparation, staff supervision (secretarial and professional), inventory control, equipment maintenance and repair, distribution of equipment for classroom and non-academic use, TV productions, rental film operation, college IDs and the daily operation of both departments.

Performs other duties and responsibilities related those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

Two to three years of administrative experience, college teaching, or a combination of both including administrative and technical background in one or more aspects of media. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

Proposed

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate Director of AV/TV/Multi-Media/Administrator IV

Supervisor: Director of AV/TV/Multi-Media

Supervision Exercised:

Incumbent Name:

Position Summary:

Shares the responsibility with the Director for planning, organization, administration and operation of the Audio-Visual and Television/Multi-Media Departments.

Position Responsibilities:

- 1) Assists the Director in annual budget preparation
- 2) Assists in the supervision of secretary, adjunct faculty, media technician, and University Assistants
- 3) Supervises the repair and maintenance of all audio-visual equipment
- 4) Supervises student employees
- 5) Responsible for the distribution of all audio visual equipment for classroom and non-classroom use.
- 6) Assists in producing TV productions for academic purposes
- 7) Assists the rental film operation on campus (approx. 300 per year)
- 8) Responsible for the University ID program
- 9) Assists in the daily operation of the Audio-Visual and TV Departments
- 10) Responsible for TV editing for academic and administration programs
- 11) Responsible for the multi-image programming for faculty/student programs
- 12) 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:

Three to five years of administrative experience, college teaching, or a combination of both including administrative and technical background in one or more aspects of media. A Bachelor's Degree is required; a Master's Degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

William J. O'Grady

IMMEDIATE SUPERVISOR

[Signature]

PERSONNEL ADMINISTRATION

James M. Battaglia

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Associate Director of AV/TV/Multi-Media
Campus SCSU Date 7/5/88

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 Juan M. Battaglia
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____
SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Bill J. O'Doul
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 Bill J. O'Doul Date 6/19/88

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary () disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 7/20/88

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 7/16/88

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC () disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 8/5/88

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 _____