



**Connecticut
State
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR IV
to
ASSISTANT DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR III

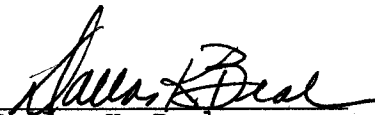
at

WESTERN CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED, That the position of Associate Director of Media Services/
Administrator IV at Western Connecticut State University be
reclassified to Assistant Director of Media Services/
Administrator III, effective September 9, 1988, in accordance
with all provisions and expectations as set forth in the
proposal dated August 8, 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>8/8/88</u>
BY: CSU []	
CCSU []	SCSU []
ECSU []	WCSU [X]

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER (X)	DATE EFFECTIVE <u>9/9/88</u>
NATURE OF THE POSITION: *PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []				
POSITION TITLE:	Admin. 4/ <u>Assoc. Dir. of Media Services 7919</u> CURRENT CLASS CODE	Admin. 3/ <u>Asst. Dir. of Media Services 7918</u> PROPOSED CLASS CODE		
POSITION NUMBER	CURRENT SALARY \$ <u>34,975.</u>	PROPOSED SALARY \$ <u>min. salary</u> for rank	BARGAINING UNIT	AFSCME FROM TO
<u>0145</u>		<u>UND Gen.</u>		

EXPLAIN THE NATURE OF THE PROPOSAL:

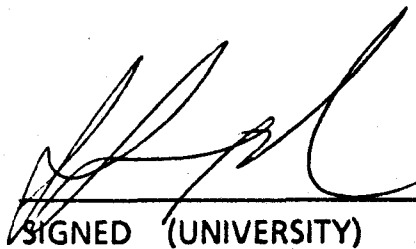
Reclassify a permanent position from Admin. 4 to Admin. 3, on a temporary basis.

JUSTIFICATION: We are requesting the temporary reclassification of an Admin 4 to an Admin. 3/Asst. Dir. of Media Services, to provide department coverage because of the Sept. 1 retirement of the Director of Media Services, and the 1 yr. leave of absence of the Associate Director of Media Services/Admin. 4.

The incumbent will be responsible for supervising department personnel and operations, including distribution of all media materials, purchasing equipment and materials and maintaining inventory records, coordinating maintenance service contracts, implementing procedures for day to day operations, and assisting faculty and staff in the use of media equipment.

\$ approx. 7975.**

COST OR SAVINGS


SIGNED (UNIVERSITY)

8-8-88
DATE

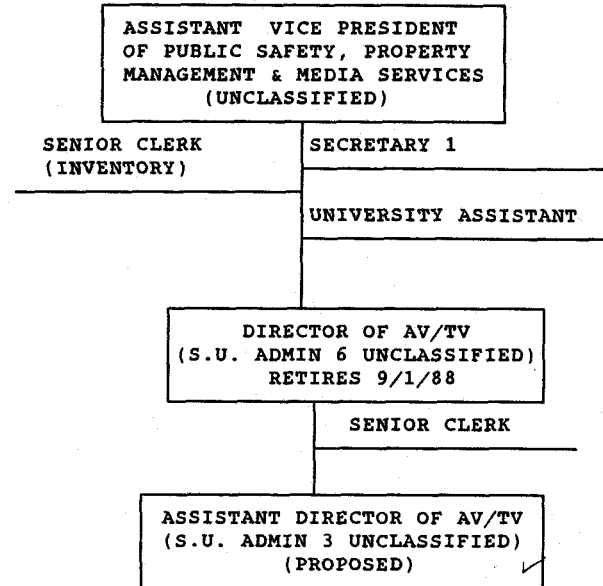
- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- AF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS: *This reclassification will be temporary

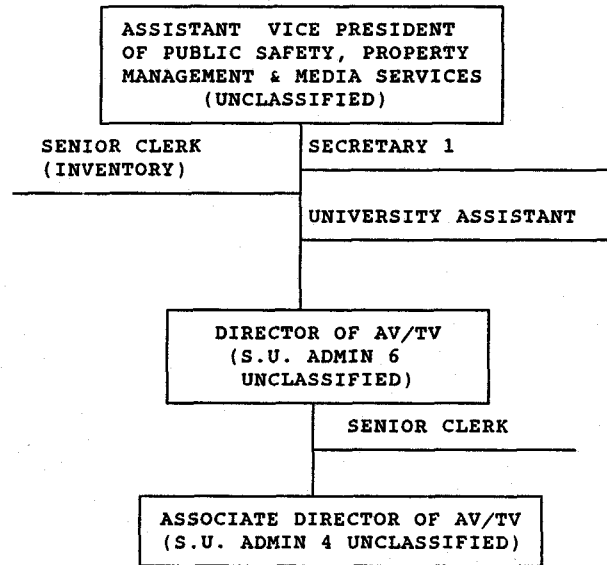
7/88

**This savings is calculated using the current salary, which does not reflect the 87-88 and 88-89 CBI.

PROPOSED



CURRENT



**ASSISTANT DIRECTOR OF MEDIA SERVICES
ADMINISTRATOR III
TEMPORARY APPOINTMENT**

SUPERVISOR: Assistant Vice President for Public Safety, Property Management, and Media Services.

INCUMBENT NAME: VACANCY

POSITION SUMMARY: Work with general direction from, and reports to the Assistant Vice President for Public Safety, Property Management, and Media Services Department.

POSITION RESPONSIBILITIES:

Manage, coordinate, and plan for the distribution of all materials.

Coordinate and manage inventory procedures.

Supervise full and part-time media staff.

Assist with the preparation of the Media Services Department budget.

Coordinate and assist with the purchasing of equipment and materials and maintain inventory records.

Coordinate the scheduling of maintenance service contracts, personnel and the setting up of equipment for repair.

Devise procedures and forms to facilitate the day to day operations of the Media Services Department.

Prepare reports for the Assistant Vice President on current and projected needs of the academic departments.

Assist faculty, when necessary, in the use and application of Media equipment.

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

SPECIAL NOTATION: A Bachelor's degree is required. Experience overseeing a service oriented operation is also required. These qualifications may be waived for individuals with appropriate alternate experience.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director of Media Services/Administrator III (Temp.)

Campus Western Connecticut State University Date 8/4/88

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 Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 8/8/88

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronald Picardi

DATE OF SUOAF CAMPUS REVIEW 8/9/88

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 Aug 11, 1988

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 _____