



**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

SCHEDULING OFFICER/ADMINISTRATOR V

to

REGISTRAR/ADMINISTRATOR VI

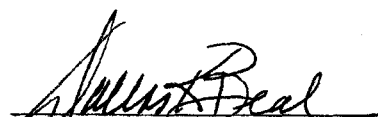
at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Scheduling Officer/Administrator V at Eastern Connecticut State University be reclassified to Registrar/Administrator VI, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

Doc. 153



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Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED <u>12/8/88</u>
BY: CSU []
CCSU [] SCSU []
ECSU [X] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (XX) OTHER () DATE EFFECTIVE 2/3/89

NATURE OF THE POSITION: PERMANENT [XX] FULL-TIME [XX] TEMPORARY [] PART-TIME []

POSITION TITLE: Scheduling Officer /Adm. V 7921 Registrar /Adm. VI 7868
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER	CURRENT SALARY \$	PROPOSED SALARY \$	FUND	BARGAINING UNIT	FROM	TO
<u>1341</u>	<u>(50,031)</u>	<u>(48,000)</u>	<u>Gen</u>	<u>SUOAF</u>		<u>SUOAF</u>

EXPLAIN THE NATURE OF THE PROPOSAL:

As part of the reorganization of the Admissions and Records areas, the position, Scheduling Officer, (Administrator 5) is being reclassified to a Registrar (Administrator 6). The position is currently vacant.

JUSTIFICATION:

This proposal is made to provide additional professional expertise and leadership in the registration and records areas. The new incumbent will initially report to the Director of Admissions and Records but eventually will be supervised by the Vice-President for Academic Affairs.

\$ +2031
COST OR SAVINGS

Michael... 12/3/88
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: REGISTRAR
ADMINISTRATIVE RANK: G
INCUMBENT:

Under the supervision of the Vice-President for Academic Affairs, the Registrar is responsible for student registration, official academic records, the master schedule of classes, degree certification, and related functions including the following:

1. Assumes major responsibility for the selection, development, supervision, and evaluation of the Registrar's staff.
2. Administers the student records system.
3. Administers all activities involved with the development and maintenance of student academic records including the determination of official rosters of students eligible to receive degrees and other certification, the system of graduation audits and recommended graduation lists.
4. Administers all aspects of the student registration system.
5. Administers all aspects of the grade report, class roster, transcript, and student standing systems.
6. Acts as University Scheduling Officer by administering maintenance of the University Master and Semester Course Files, assignment of official codes for courses, departments, and majors, and the assignment of classroom space including preparation and distribution of scheduling and registration reports and materials.
7. Serves as a resource for statistical reports that depend on registration/records data to assist in University Planning and Research.
8. Keeps current with technological advances necessary to administer office efficiently.
9. Prepares the annual budget of the Registrar's Office.
10. Evaluates transcripts of students as required.
11. Attends workshops and meetings as required.
12. Assists in preparation of pertinent reports, including but not limited to faculty load reports, as required.
13. Develops policies and procedures to insure that the functions of the office operate efficiently and effectively.
14. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

QUALIFICATIONS

Six years experience demonstrating ability to maintain detailed records/registration systems and to relate effectively to students and staff. Knowledge of data processing is desired. A Master's Degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

12/2/88

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Registrar
Campus Eastern Connecticut State University Date December 6, 1988

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 Pennell 12/7/88

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Betty B. Tipton 1/10/89

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 Betty B. Tipton Date 1/17/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 1/17/89

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 12/15/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neufuss DATE 1/18/89

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 _____