



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE COORDINATOR OF CAPITAL PROJECTS/ADMINISTRATOR II

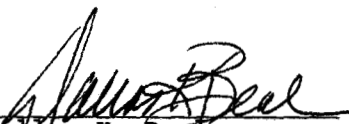
at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position, Assistant to the Coordinator of Capital Projects/Administrator II, be established at Eastern Connecticut State University, 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. 175



An Equal  
Opportunity  
Employer

CSU - 2

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED <u>12/8/88</u>
BY: CSU [ ] CCSU [ ] SCSU [ ] ECSU <input checked="" type="checkbox"/> WCSU [ ]

POSITION ACTION:	ESTABLISH <input checked="" type="checkbox"/>	RECLASSIFY ( )	OTHER ( )	DATE EFFECTIVE <u>2/3/89</u>
NATURE OF THE POSITION: PERMANENT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> TEMPORARY [ ] PART-TIME [ ]				
POSITION TITLE:	Asst. to the Coordinator/Adm. II of Capital Projects <span style="float: right;">7917</span>			
CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	CURRENT SALARY \$	PROPOSED SALARY \$ <u>880.85 (22,990)</u>	FUND <u>Ext.</u>	BARGAINING UNIT <u>SUOAF</u>
			FROM	TO

**EXPLAIN THE NATURE OF THE PROPOSAL:**

To establish position, Assistant to the Coordinator of Capital Projects (Admin. 2).

**JUSTIFICATION:**

This position has been approved in the University's 1988-89 budget. It will be used to monitor local projects and to render assistance in the drawing up of plans and specifications.

\$ 22,990.00  
COST OR SAVINGS

*Michael...* 12/2/87  
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART,
- JOB DESCRIPTION, AND
- SUOAF SIGN OFF FORM IF REQUIRED

MISCELLANEOUS COMMENTS:

## POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE COORDINATOR OF CAPITAL PROJECTS

ADMINISTRATIVE RANK: 2

## INCUMBENT:

Under the general direction of the Capital Projects Coordinator, is responsible for the following:

1. Assists in management of the office and assumes responsibility for the office when directed and in the absence of the Coordinator.
2. Acts as a general resource person for the office.
3. May perform any of the following duties, which may be changed from time to time, as directed:
  - a. Comprehensive campus planning functions that may include measuring buildings, computing areas and related building inventory data, attending planning meetings with varied departments on campus, preparation of planning documents.
  - b. Development of building specifications, including computer inputting and generation.
  - c. Design and/or drawing of renovation/remodeling projects, or new in-house projects, as permitted by state regulation.
  - d. Development of Capital Projects/Status Reports for internal and/or state distribution.
  - e. Field supervision of in-house administered capital projects.
4. Assists in the development of the annual capital budget and update of the five year facilities plan.
5. Represents the office and the University by attending workshops and meetings.
6. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

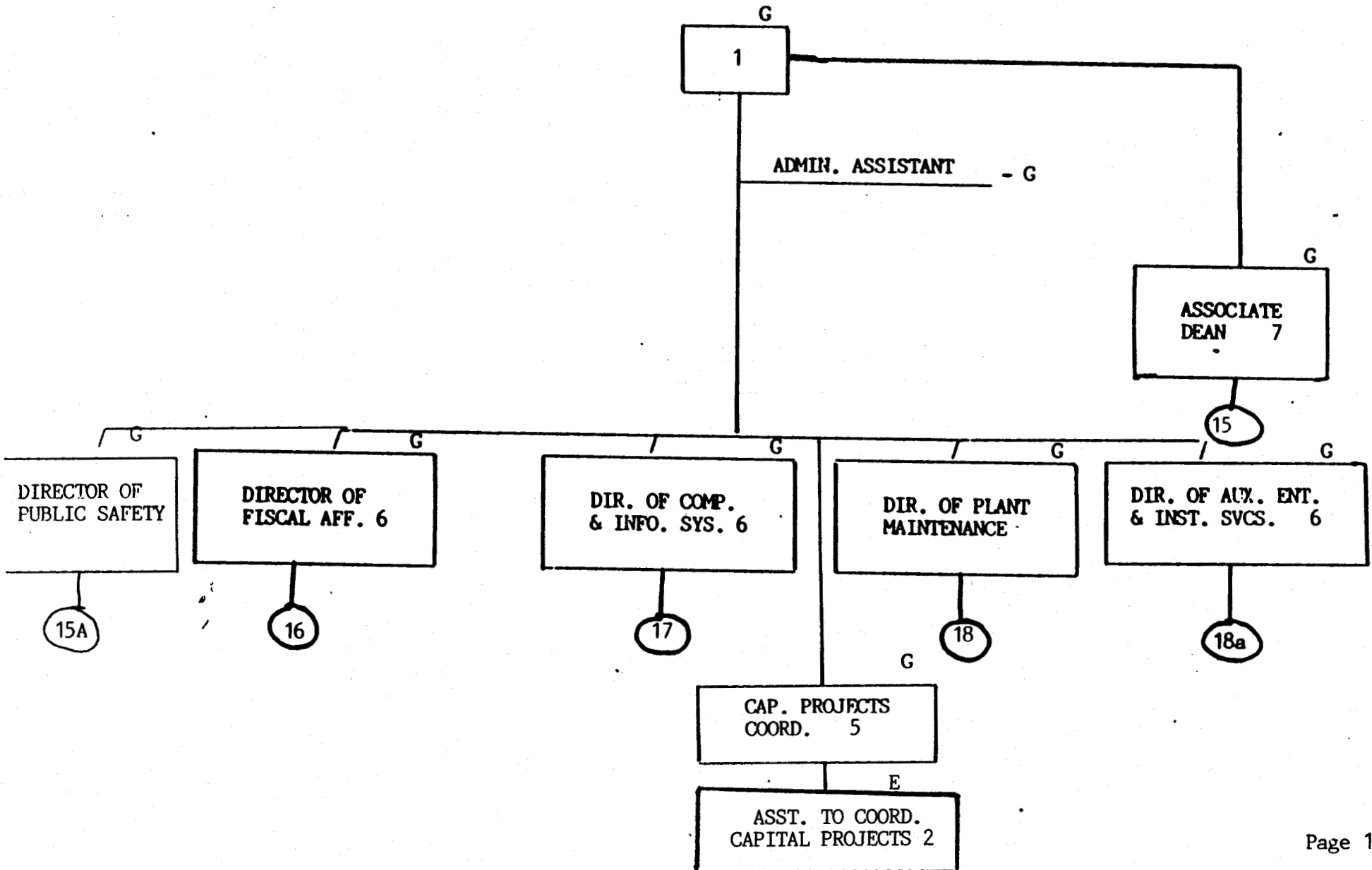
## QUALIFICATIONS

Two to three years experience in relevant professional work. Ability to relate to faculty, staff, agency personnel and diversified committees. A Bachelor's Degree is required. These qualifications may be waived for individuals with demonstrated appropriate alternate experience.

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 For the University                      Date                      For the Union                      Date

11/29/88

VICE-PRESIDENT FOR ADMINISTRATIVE AFFAIRS



FORM AND PROCEDURES

Position Title Assistant to the Coordinator of Capital Projects

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 *[Signature]* 12/7/88

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 *B. Lipton* 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 1/17/88

**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 12/15/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC ( ) disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL *David C. Neuber* 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 \_\_\_\_\_