



**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

ASSISTANT TO THE DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR II

to

ASSISTANT DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR III

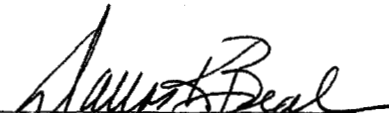
at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Assistant to the Director of Media Services/Administrator II at Eastern Connecticut State University be reclassified to Assistant Director of Media Services/Administrator III, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated January 12, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

Doc. 222



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>1/12/89</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU [X] WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	<u>2/3/89</u>
NATURE OF THE POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY [] PART-TIME []					
POSITION TITLE:	Asst. to the Dir. of Media Svcs./Adm II	7917	Asst. Dir. of Media Svcs./Adm. III	7918	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	8073	CURRENT SALARY	1130.78 \$(29,513.35)	PROPOSED SALARY	1130.78 \$(29,513.35)
			FUND	Gen.	BARGAINING UNIT
					SUOAF FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To upgrade the title and rank of the Assistant to the Director of Media Services (Ad. 2) to Assistant Director of Media Services (Ad. 3).

JUSTIFICATION:

This upgrading is requested to expand the scope of duties of the present position from audio visual, photography, and graphics, to all areas of media services operations. Although the rank will change, no salary increase is proposed.

\$ 0
COST OR SAVINGS

SIGNED (UNIVERSITY)

DATE

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

MISCELLANEOUS COMMENTS:

POSITION DESCRIPTION

NEW

POSITION TITLE: ASSISTANT DIRECTOR OF MEDIA SERVICES

ADMINISTRATIVE RANK: 3

INCUMBENT: ANTHONY SHORT

Under the supervision of the Director of Media Services, the Assistant Director provides services in the operational, instructional, and administrative areas of Media Services including the following:

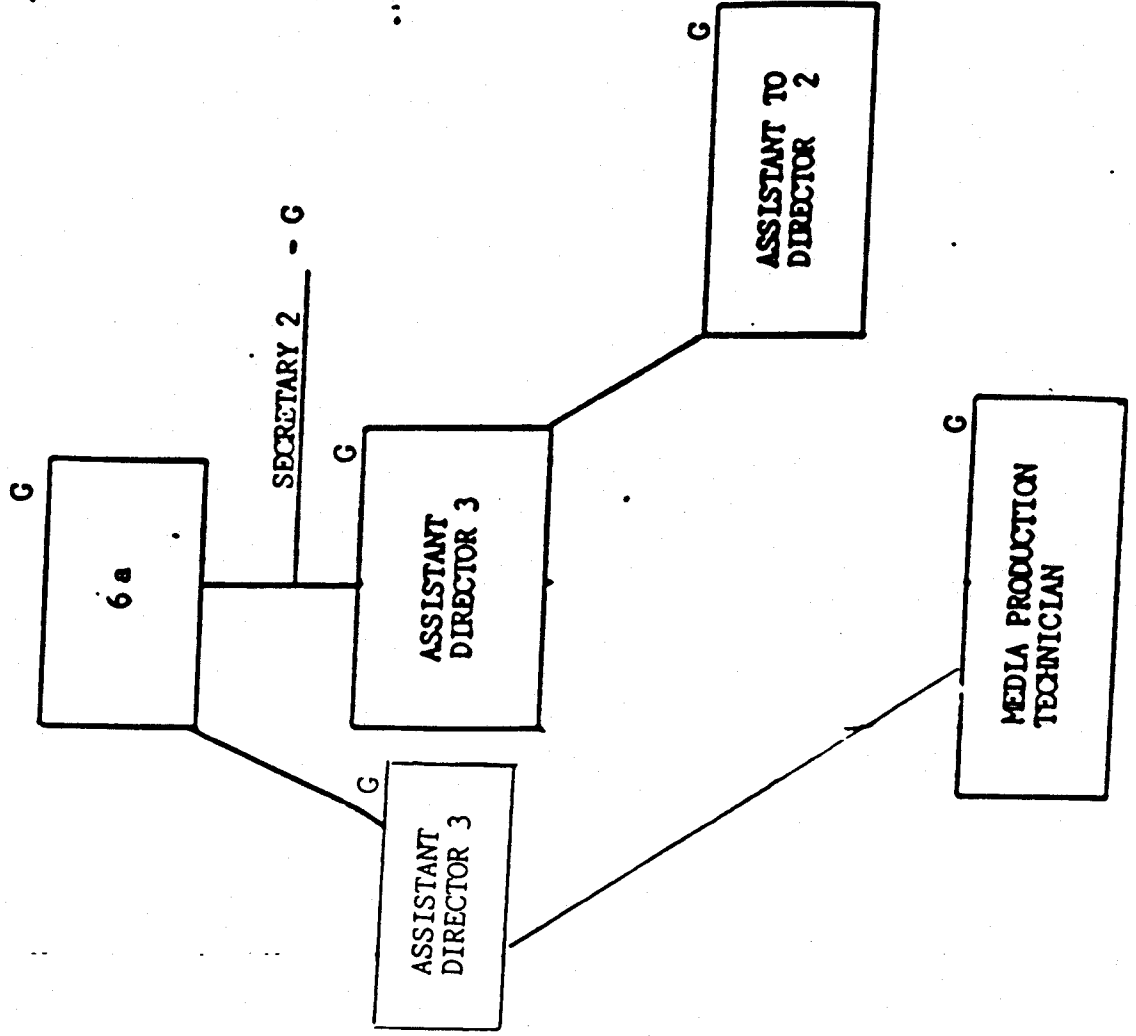
1. Assumes major responsibility for the AV section operation including decision-making functions related to such elements as equipment requirements, graphic design, audio and video tape editing, photography, PA systems, and remote recording.
2. Supervises other Media Services employees and student workers.
3. Recommends department budgets, indicating supplies and capital equipment to be purchased; and schedules Media Center facilities use.
4. Responsible for weekend Media support activities as required.
5. Assists in the production and direction of finished audio, video, and sound/slide productions.
6. Performs ENG/EFP tasks and supervision; works with Media Center clients in editing video and audio productions and in developing graphic materials.
7. Administers faculty, staff, and student use of the AV equipment check out operation.
8. Coordinates scheduling of equipment loans, supervises adjustments on equipment, and instructs student workers and equipment users on use and care.
9. Performs photographic duties and creates graphics to meet institutional needs. Works with faculty to assist in instructional support mission of the Media Center.
10. Schedules student workers' coverage of equipment delivery, production assistance, and other related coverage.
11. Assists in coordinating dial system playback activities at appropriate times.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

REQUIREMENTS

Two to three years administrative experience, preferably in a higher education setting. Two to three years supervisory experience in a professional audio visual installation. Bachelors Degree is required; Masters Degree preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

DIRECTOR OF MEDIA SERVICES



POSITION DESCRIPTION

OLD

POSITION TITLE: ASSISTANT TO THE DIRECTOR OF MEDIA SERVICES

ADMINISTRATIVE RANK: 2

INCUMBENT: ANTHONY SHORT

Under the supervision of the Director of Media Services, the Assistant provides services in the areas of audio and video production, audiovisual equipment support, photography and graphics, and student worker scheduling including the following:

1. Responsible for weekend Media support activities as required.
2. Assists in the production and direction of finished audio, video, and sound/slide productions.
3. Performs ENG/EFP tasks and supervision; works with Media Center clients in editing video and audio productions.
4. Responsible for faculty, staff, and student use of the AV equipment check out area; supervises second shift employee.
5. Coordinates scheduling of equipment loans, supervises adjustments on equipment, and instructs student workers and equipment users on use and care.
6. Performs photographic duties and creates graphics to meet institutional needs. Works with faculty to assist in instructional support mission of the Media Center.
7. Schedules student workers' coverage of equipment delivery, production assistance, and other related coverage.
8. Assists in coordinating dial system playback activities at appropriate times.
9. Performs campus and on-location remote media setup and supervision.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

One or two years of administrative experience equipping the incumbent to assist in an educational audiovisual position, including photography, graphics production, audio and video tape editing, and production.

These qualifications may be waived for individuals with appropriate alternate experience.

For the University _____ Date For SUOAE _____ Date

12/17/84

FORM AND PROCEDURES

Position Title Assistant Director of Media Services

Campus Eastern CT State University

Date 1/11/89

~~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 _____

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY B. Lipton

1/17/89

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 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 1/17/89

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 12/15/89

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations: _____

VICE PRESIDENT FOR PERSONNEL David C. Neuter

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 _____