



**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
STAFF WRITER/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF PLANNING - SPECIAL PROJECTS/ADMINISTRATOR III
at
CENTRAL CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Staff Writer/Administrator II at Central Connecticut State University be reclassified to Assistant Director of Planning - Special Projects/Administrator III, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 14, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Geal
President

Doc. 218



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Employer

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CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 12-14-88

BY: CSU []
 CCSU [X] SCSU []
 ECSU [] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 2-3-89

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

POSITION TITLE: Staff Writer, ADM 2 (CURRENT) (CLASS CODE) Asst. Dir. Planning, ADM 3 (PROPOSED) (CLASS CODE)

POSITION NUMBER 630	CURRENT SALARY \$30,056	PROPOSED SALARY \$37,236	FUND Ext	BARGAINING UNIT AdFac	NC FROM TO
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EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the currently vacant 10 month position of Staff Writer, Administrator 2 to the 12 month position of Assistant Director of Planning, Administrator 3

JUSTIFICATION:

There is an urgent need to establish a position of the sort contemplated to continue the momentum developed in pursuing the downtown initiative with New Britain. Conversion of this position will allow Central to continue the employment of the individual who has been staffing the study of this important legislative initiative.

\$7,180
COST OR (SAVINGS)

[Signature] 12/12/88

 SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

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CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director of Planning - Special Projects

Rank: Administrator 3

Department: Planning

Supervisor's Title: Director of Planning

POSITION SUMMARY

Provides professional support for special planning projects as assigned by the president or Director of Planning.

POSITION RESPONSIBILITIES

Provides professional support for special planning projects initiated by the Office of the President or by the Planning Department.

Assists with the implementation of special projects developed by the Office of the President and Planning Department.

Responsible for coordinating and implementing new off-campus activities and projects.

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

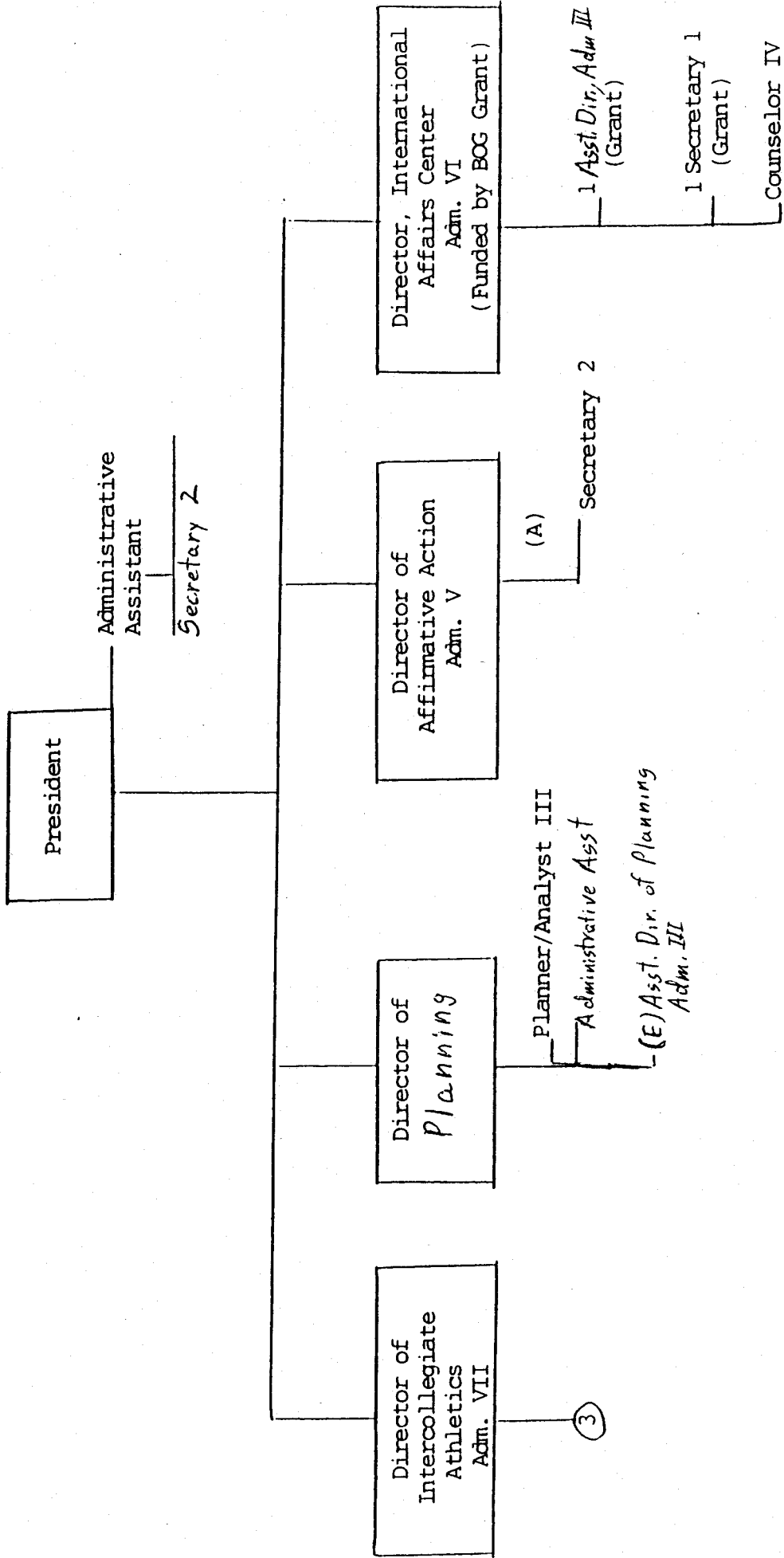
QUALIFICATIONS

Bachelor's degree and three years' experience in planning and project development required. Master's degree preferred.

Rev. 9 January 1989

OFFICE OF THE PRESIDENT

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POSITION DESCRIPTION

OLD

Position Title: Staff Writer/Assistant to the Director

Administrative Rank: Administrator II

Department: Public Affairs

Supervisor's Title: Executive Assistant to the President

POSITION SUMMARY:

The Staff Writer prepares and sees to execution news releases and other publicity materials on activities at the University under the direction of the Director/Executive Assistant to the President.

POSITION RESPONSIBILITIES:

Write, edit, and rewrite news releases, feature stories, etc. for weekly/daily market media, corporate and university publications.

Write, design and lay out brochures and newsletters required for programs, departments and schools of the University.

Work cooperatively with students, faculty, administrators, media personnel, business and community personnel in communicating the CCSU story.

Maintain positive communications liaison with offices, departments, employers and other publics and constituencies of the University and Public Affairs Office.

Supervise and assist student interns in the production of materials in the Public Affairs Office.

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

QUALIFICATIONS:

Bachelor's degree and one to two years of experience in information gathering and dissemination; ability to relate effectively to the general public, University staff, corporate and media personnel 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 Planning ADM 3
Campus Central Date 1-3-88

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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1-3-89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY ~~1-3-89~~ Diana M Lynch

DATE OF SUOAF CAMPUS REVIEW 1/12/89

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. Tipton Date 1/14/89

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. Neider 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 _____