



**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 DIRECTOR OF NURSING SERVICES/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF HEALTH SERVICES/ADMINISTRATOR IV

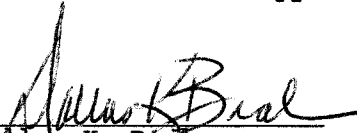
at

CENTRAL CONNECTICUT STATE UNIVERSITY

July 21, 1989

RESOLVED, That the position of Assistant Director of Nursing Services/
Administrator III at Central Connecticut State University be
reclassified to Associate Director of Health Services/
Administrator IV effective July 21, 1989, in accordance with
all provisions and expectations as set forth in the proposal
dated February 14, 1989, 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 2-14-89

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

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 7/21/89

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

POSITION TITLE: Asst. Dir. of Nursing Serv., ADM 3 (CURRENT) Assoc. Dir., Health Serv., ADM 4 (PROPOSED) (CLASS CODE) (CLASS CODE)

POSITION NUMBER 476	CURRENT SALARY \$34,738	PROPOSED SALARY \$35,936	FUND GEN	BARGAINING UNIT AdFac NC FROM TO
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EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the recently vacated 10 month position of Assistant Director of Nursing Services, Administrator 3 to a 12 month position of Associate Director of Health Services, Administrator 4. When the listed current salary (which was that last received by the previous incumbent) is adjusted for the subsequent collective bargaining increase the net cost increase is \$-0-.

JUSTIFICATION:

The vacancy which exists in this position affords the opportunity to restructure it to better meet the health needs of the University community, particularly the students. There is an urgent need for a health professional who can provide an advanced level of care when the doctor is not immediately available and for a nurse leader/administrator to handle the day to day administrative tasks of operating the Health Center.

\$ -0-
COST OR (SAVINGS)

J. M. ... 4-12-89

 SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Associate Director of Health Services

Rank: Administrator 4

Department: Health Services

Supervisor's Title: Director of Health Services

POSITION SUMMARY

Practices as a nurse practitioner and supervises the duties of nurses within the University's Health Service. Engages in decision-making and implementation of therapeutic actions cooperatively with the Director of the Health Service and with other members of the health care team.

POSITION RESPONSIBILITIES

Provides health care as a nurse practitioner under the supervision of the Director or other Doctor of Medicine designated by the University.

Supervises nursing staff.

Responsible for administration of the Health Service in the absence of the Director.

Interprets Health Service policies and procedures to the nursing staff.

Provides technical advice to nurses. Evaluates and interprets data in order to plan and execute proper nursing intervention.

Participates in wellness education and Health Service programming for the University.

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

QUALIFICATIONS

Licensure as a Registered Nurse in the State of Connecticut, certification as a Nurse practitioner/Clinical Nurse Specialist and five years experience as a professional nurse required. Master's degree in nursing, substantial nursing experience with young adults, good communication skills, budgeting experience and supervisory experience preferred.

27 March 1989

Old

Central Connecticut State University
Assistant Director of Nursing Services / Administrator III
(Code)

SUPERVISOR: Director of Health Services

SUPERVISION EXERCISED:

INCUMBENT NAME: Marilyn Tyszka

POSITION SUMMARY:

Assists the Director of Nurses and the Medical Director in the administration of the Health Center and in maintaining the optimal health of the University community.

POSITION RESPONSIBILITIES:

Evaluating sick and injured patients.

Gives medical treatment for minor illnesses as outlined by the Medical Director's standing orders.

Gives First Aid and treatment for injuries and refers patients for further treatment as necessary.

Provides nursing care to infirmity patients.

Serves in absence of Director of Nurses as nurse leader.

Assists Director of Nurses and the Medical Director in the administration of the Health Center.

Practices part of time as a nurse practitioner on a regular basis.

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

EDUCATION AND EXPERIENCE

RN and three years of nursing experience required. Licensure as a nurse practitioner or the equivalent is preferred.

SPECIAL NOTATIONS:

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Associate Director of Health Services, ADM 4

Campus Central Date 2-16-89

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) now 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 2-16-89 & 3/27/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch 4/9/89

DATE OF SUOAF CAMPUS REVIEW above

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 4/11/89

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary () disapprove proposed rank and salary

Comments or Recommendations:

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 [Signature] DATE 7/5/89

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 OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____