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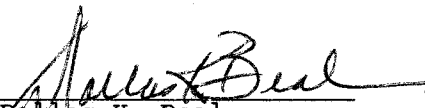
Office of the President

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
PERSONNEL AIDE
to
ASSISTANT IN PERSONNEL/AFFIRMATIVE ACTION
at
EASTERN CONNECTICUT STATE UNIVERSITY

November 3, 1989

RESOLVED, That the position of Personnel Aide be reclassified to Assistant in Personnel/Affirmative Action, effective November 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated September 4, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



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Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

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

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	10/6/89
NATURE OF THE POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY [] PART-TIME []					
POSITION TITLE:	Personnel Aide	6160	Assistant in Personnel/Affirmative Action	Unc. Conf.	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	0028	CURRENT SALARY \$ (25,110.00)	PROPOSED SALARY \$ (20,010.00)	FUND Gen	BARGAINING UNIT A & R
					Unc. Conf. FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL: To place the current position in the Unclassified area with a significant increase in duties and responsibilities.

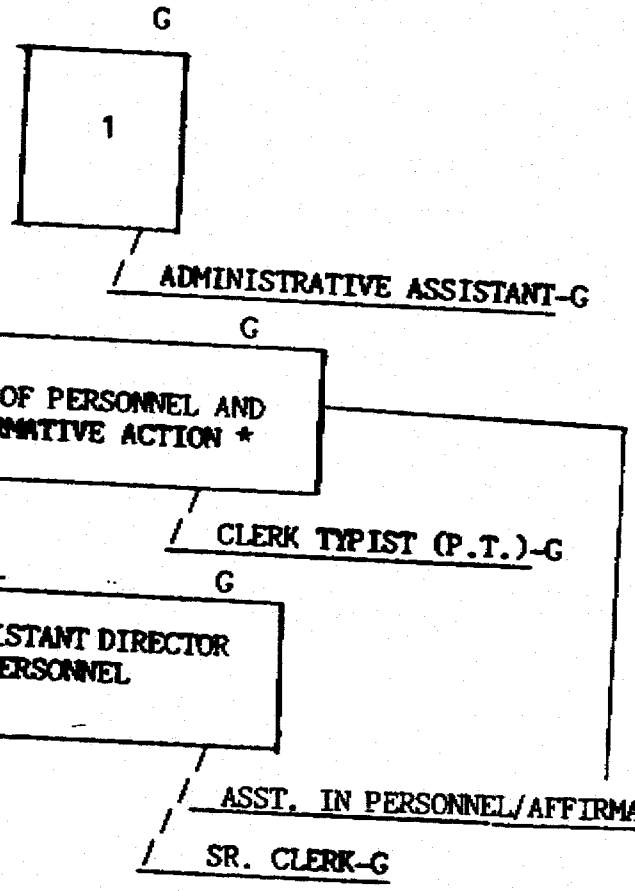
JUSTIFICATION: The current position is in the classified service and is mainly clerical in nature. This change is intended to expand the position by adding some entry-level professional responsibilities. Additionally, the change is intended to acquaint the incumbent with increased responsibilities to permit better coordination of efforts, particularly during vacations and other times when supervisory personnel are missing.

\$ (5100.00)
COST OR SAVINGS

Michael Pennel 9/4/89
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:



*Reports to President for Affirmative Action

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT IN PERSONNEL/AFFIRMATIVE ACTION

INCUMBENT:

Under the supervision of the Director of Personnel and Affirmative Action or as designated, the Assistant performs the following:

1. Administers procedures for worker's compensation, sick leave, disability, and unemployment compensation.
2. Conducts entrance and exit interviews and all attendant responsibilities.
3. Conducts all procedures related to employee benefits including billings.
4. Assists in preparation of Personnel/Affirmative Action reports including the annual Affirmative Action Plan.
5. Assists in the employee recruitment and hiring effort.
6. Provides input into the automated university personnel system.
7. Reviews university hiring plans and reports for compliance with affirmative action regulations.
8. Provides technical assistance to search committee and other hiring officials.
9. Counsels employees on benefits.

QUALIFICATIONS

Two years college training; one year experience in a personnel/affirmative action office; experience with statistical reports and computerized personnel systems.

7/31/89

PERSONNEL AIDE

CLASSIFIED
CLASS CODE: 6160

NM 14

Effective Date
AUG 30 1985

ITEM NO.: 0244A

SUMMARY OF CLASS:

This class is accountable for assisting in the personnel management of a state agency or in Personnel Division - DAS by performing tasks at a paraprofessional level.

GUIDELINES FOR CLASS USE

This is a paraprofessional level class where the duties performed require less formal training and/or experience than for professional or technical level classes. This class is distinguished from clerical level classes by the degree of accountability, independence, decision making responsibility and complexity of assignments as evidenced in the Examples of Duties section of this specification.

SUPERVISION RECEIVED:

Works under the general supervision of a personnel or administrative official of a higher grade.

SUPERVISION EXERCISED:

May supervise an assigned clerical staff.

EXAMPLES OF DUTIES:

In a State agency assists in performing a wide variety of personnel activities at a paraprofessional level; coordinates the timely and accurate coding and processing of requests for personnel action including required documentation; researches and composes narrative justifications for requests for position action; acts as liaison with the Personnel Division-D.A.S. and other administrative agencies on matters such as position action requests, examinations, certification lists, labor relations, employee training, classification items, and personnel rules and regulations; provides employees or prospective employees with information on matters such as employee benefits, salary information, application and examination procedures, attendance policies, training, terms and conditions of employment; assists in the recruitment process by reviewing job applications and advising applicants of potential job opportunities; may conduct recruitment efforts for lower level positions such as student laborer and summer worker; acts as agency coordinator for the Merit Promotion System; ensures performance reviews are submitted in accordance with contractual requirements; coordinates application procedures for tuition reimbursement and in-service training; coordinates processing of Worker's Compensation and Unemployment Compensation claims; prepares and updates monthly personnel status reports, and organization charts; assists in the preparation of longevity lists, seniority lists, affirmative action reports, etc.; may assist in research to determine appropriate action for pending layoffs; does related work as required.

In the Personnel Division-D.A.S., assists in selection, classification, labor relations and other related administrative procedures; assists in recruiting subject matter experts and examination committees by contacting prospective panel members, explaining requirements and procedures, and assuring that appropriate forms and correspondence are processed; assists in the initial selection of written examination questions; monitors oral, practical and/or written examinations to ensure that proper examination procedures and standards are met; surveys agencies on classification usage and organization structure; coordinates and oversees the distribution, return and coding of job analysis questionnaires;

Examples of Duties (cont'd)

acts as agency contact to provide information and assistance on purpose and completion of job analysis questionnaires; as directed, responds to various inquiries by researching and composing correspondence; assists in the recruitment process by reviewing qualifications and advising applicants of job opportunities through correspondence and personal interviews; may serve as a central coordinator and primary liaison for a decentralized personnel program; may analyze appropriateness of special agency requests such as dual employment, temporary service, or contract employees; may oversee and coordinate examination review process; may prepare and process simple classification actions such as cancellation of classes and minor revisions of specifications; may assist in the review of statistical data; may be responsible for overseeing the continuous recruitment examination and application process; may assist analysts in the review of exam applications for compliance with minimum qualifications and explains required minimum qualifications to applicants; does related work as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures; some knowledge of personnel administration; familiarity with state personnel policies and procedures; ability to understand and apply regulations, policies, and other written material; ability in oral and written expression; ability to deal effectively with others.

EXPERIENCE AND TRAINING:

General: Four (4) years employment in personnel at a complex clerical level.

Substitutions allowed:

College training may be substituted for the General experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of employment up to a maximum of two (2) years.

NOTE: For State employees, employment at a complex clerical level is interpreted as employment at the level of Senior Clerk or above.

RECEIVED

MAR 3 - 1986

DEAN OF PERSONNEL ADMINISTRATION