



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

INVENTORY CONTROL COORDINATOR/ADMINISTRATOR III
to
INVENTORY/STORES COORDINATOR/ADMINISTRATOR IV

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

February 2, 1990

RESOLVED,

That the position of Inventory Control Coordinator/Administrator III be reclassified to Inventory/Stores Coordinator/Administrator IV effective February 5, 1990, in accordance with all provisions and expectations as set forth in the proposal dated January 17, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

A handwritten signature in black ink, appearing to read 'Dallas K. Beal', is written over a horizontal line.

Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU - 2

JAN 23 '90 16:25 ADM AFFAIRS 203 3974082

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

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AMENDMENT TO BR#90-9

SUBMITTED 1/17/90	
BY: CSU []	
CCSU []	SCSU [X]
ECSU []	WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 2/5/90

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

POSITION TITLE: Inventory Control Coordinator, Administrator III Inventory/Stores Coordinator, Administrator IV

POSITION NUMBER	CURRENT		PROPOSED		UND	Gen	BARGAINING UNIT	SUOAF	SUOAF
	CLASS CODE	SALARY \$	CLASS CODE	SALARY \$					
4350		31,457		35,936					

FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the position of Inventory Control Coordinator, Administrator III, to Inventory/Stores Coordinator, Administrator IV, to reflect an increase in duties and responsibilities.

JUSTIFICATION:

In order to increase productivity through the elimination of duplication of efforts, and to reduce capital tied up in the warehouses, the Coordinator's responsibilities will be expanded to include the management of the University's two Stores warehouses. Duties will include the development, implementation and updating of a centralized, automated Stores management operation; compilation, revision and distribution of supply catalogues; reorganization and management of the stores operations; and development of inventory security. Further, to maintain an accurate accounting of campus inventory, this position will oversee the activities of the campus Moving Crew.

\$ 4,479
COST OR SAVINGS

Michael A. Adanti 1-23-90
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:
7/88

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SOUTHERN CONNECTICUT STATE UNIVERSITY

Inventory/Stores Coordinator/Administrator IV

SUPERVISOR: Associate Dean for Administrative Affairs

INCUMBENT:

POSITION SUMMARY:

Develop and coordinate the agency real and personal property inventory system, policies and procedures.

POSITION RESPONSIBILITIES:

Responsible for the management of the University's Stores warehouses.

Develop and manage a new Store Supplies Management System.

Take annual inventory. Reconcile results with existing property control records.

Establish property and inventory accountability at the department level.

Develop and maintain a fully automated inventory system.

Prepare and submit the Annual Report of all real and personal property to the State Comptroller as required by state statute.

Report all losses and/or damages as required by state statutes and regulations.

Prepare and submit such annual inventory reports as may be required by the Connecticut State University administration.

Prepare and submit lists of obsolete equipment to State Surplus for disposal.

Responsible for permanently affixing state tags to all new equipment and any existing equipment when inventory tags may be missing.

Oversee activities of the campus moving crew.

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:

Bachelor's degree required, Master's degree preferred. At least three years' direct experience with large, fully computerized property control system. Ability to communicate well verbally and in writing with all levels of management. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

EXECUTIVE DEAN

[Handwritten signatures: RVT Farnsworth and Roger J. Bergh]

SOUTHERN CONNECTICUT STATE UNIVERSITY
Property Control Coordinator/Administrator III

SUPERVISOR: Associate Dean for Administrative Affairs

INCUMBENT:

POSITION SUMMARY:

Develop and coordinate the agency real and personal property inventory system, policies and procedures.

POSITION RESPONSIBILITIES:

Supervise the Shipping and Receiving staff (STORES)

Take annual inventory. Reconcile results with existing property control records.

Establish property and inventory accountability at the department level.

Develop and maintain a fully automated inventory system.

Prepare and submit the Annual Report of all real and personal property to the State Comptroller as required by state statute.

Report all losses and/or damages as required by state statutes and regulations.

Prepare and submit such annual inventory reports as may be required by the Connecticut State University administration.

Prepare and submit lists of obsolete equipment to State Surplus for disposal.

Responsible for permanently affixing state tags to all new equipment and any existing equipment when inventory tags may be missing.

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:

Bachelor's degree required, Master's degree preferred. At least three years' direct experience with a large, fully computerized property control system. Ability to communicate well verbally and in writing with all levels of management. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

William J. O'Donnell

IMMEDIATE SUPERVISOR

Robert V. O'Brien

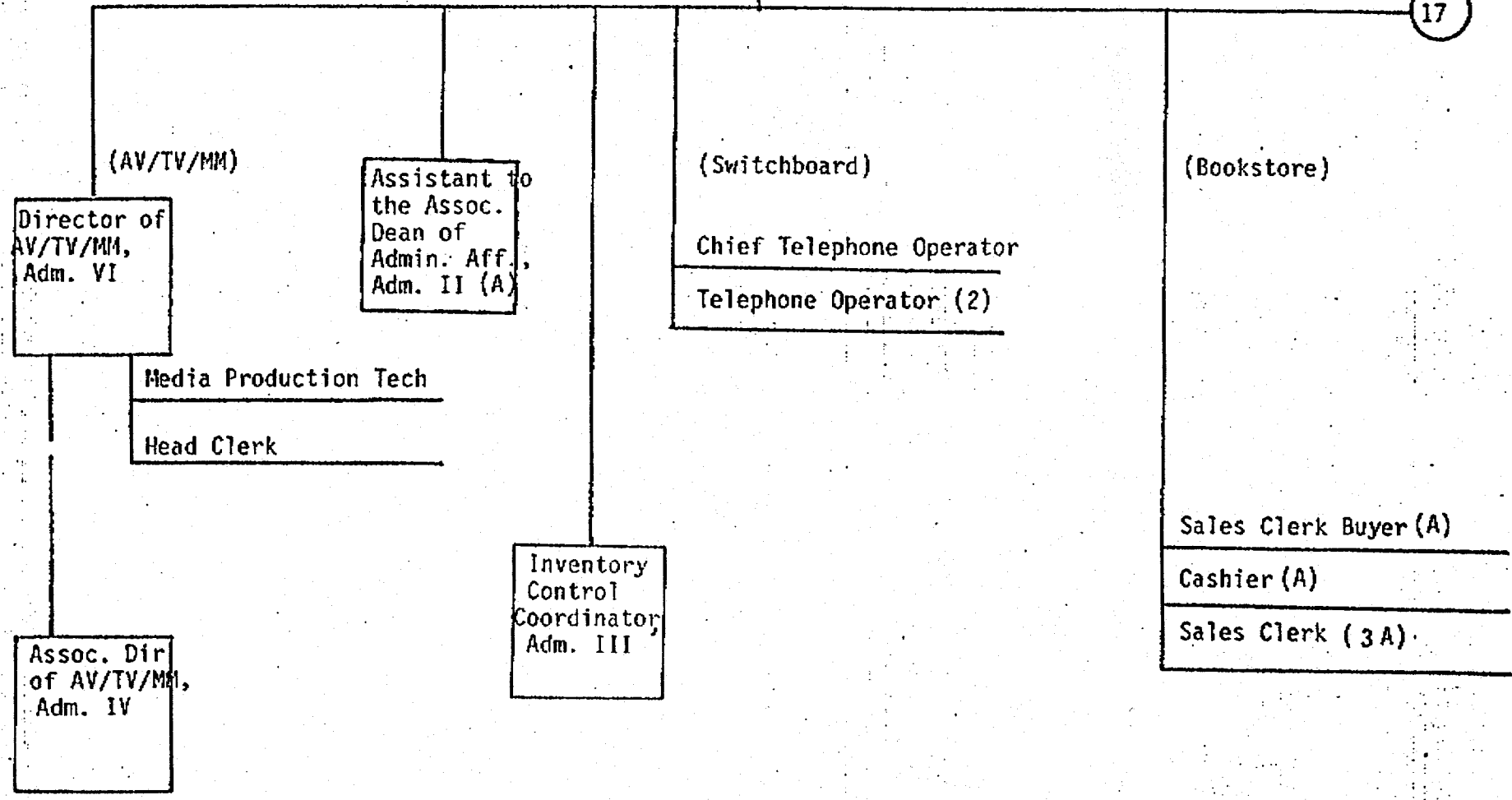
EXECUTIVE DEAN

RJ. Beigh

Associate Dean of Administrative Affairs,
Administrator VII

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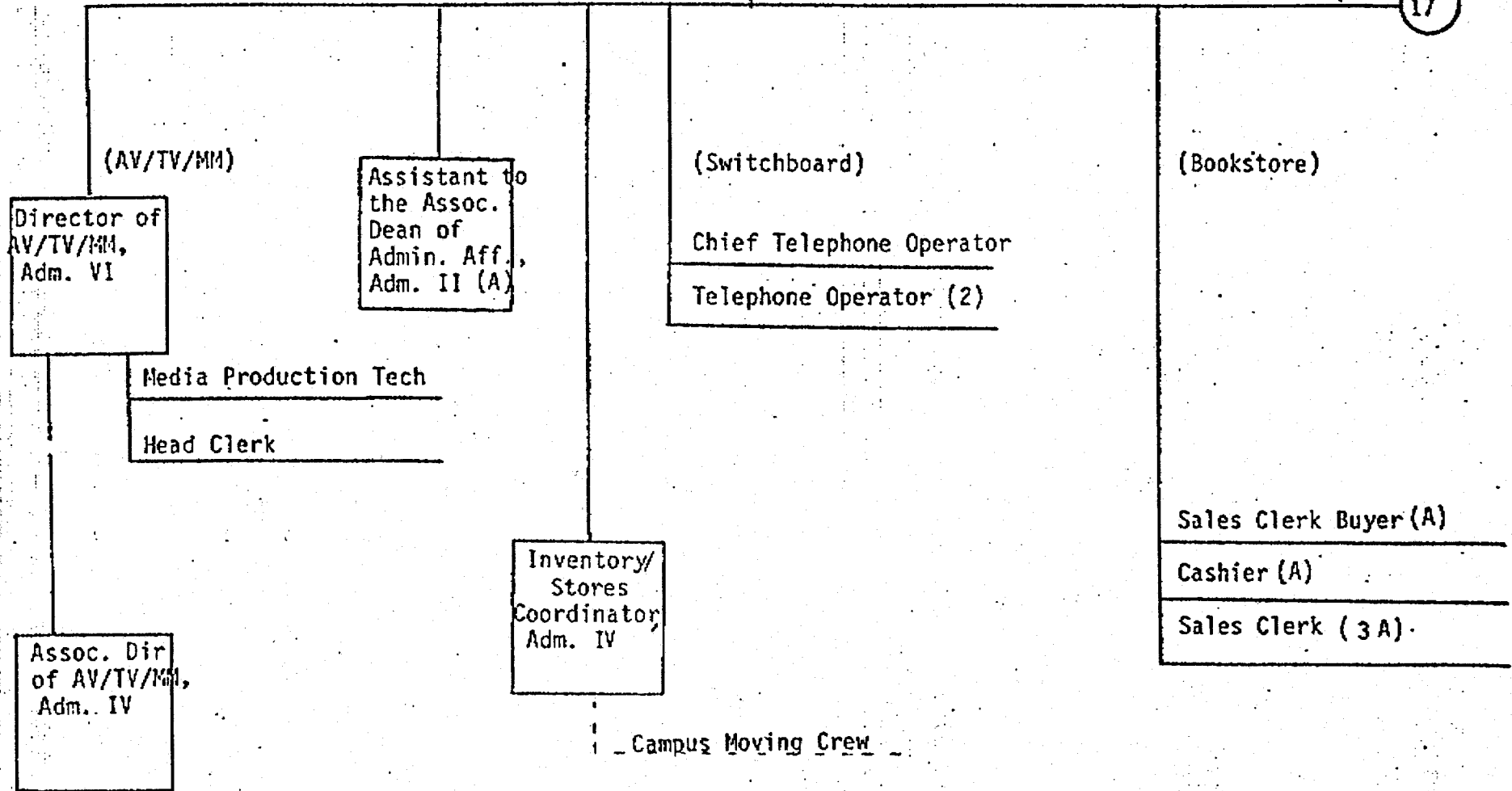


RCV BR: XEROX TELECOPIER 7010 : 1-23-90 3:34PM : 203 3974082
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P.1 10238: # 1

Associate Dean of Administrative Affairs,
Administrator VII

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Revised 2/5/90

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FORM AND PROCEDURES

Position Title Inventory / Stores Coordinator, Administrator IV

Campus Southern Connecticut State University Date 1/17/90

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 Roger J. Beugh

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1/23/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]

DATE OF SUOAF CAMPUS REVIEW 1/23/90

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 _____ Date _____

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary disapprove proposed rank and salary

Comments or Recommendations: _____

DATE 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 1/18/90

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations: _____

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 1/24/90

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 _____