



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-80

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

SENIOR ACCOUNTANT

to

DIRECTOR, CSU OFFICE FOR COLLECTION OF STUDENT LOANS/ADMINISTRATOR V

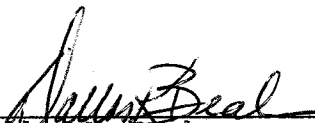
at

CONNECTICUT STATE UNIVERSITY

June 15, 1990

RESOLVED, That the position of Senior Accountant at Connecticut State University be reclassified to Director, CSU Office for Collection of Student Loans/Administrator V effective June 18, 1990, in accordance with all provisions and expectations as set forth in the proposal dated April 30, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

  
\_\_\_\_\_  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

1-28-92

Per Joni Basetta, the correct  
name for NDSL is:

Center for the Collection of  
Student Loans

Paperwork sometimes refers to  
NDSL as "Office" rather than  
"Center"

No reso or Board action  
exists which <sup>defines</sup> ~~gives~~ the official  
title

See BR #16-12

CONNECTICUT STATE UNIVERSITY  
POSITION ACTION REQUEST FORM

SUBMITTED	<u>4/30/90</u>
BY: CSU	<input checked="" type="checkbox"/>
CCSU	<input type="checkbox"/>
ECSU	<input type="checkbox"/>
SCSU	<input type="checkbox"/>
WCSU	<input type="checkbox"/>

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECTIVE 6/18/90

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

POSITION TITLE: Senior Accountant 0941 Director, CSU Office for Collection of Student Loans/ADM V 7921  
CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER	<u>0006</u>	CURRENT SALARY	<u>\$ 42,137</u>	PROPOSED SALARY	<u>\$ 41,261</u>	FUND	<u>0000</u>	BARGAINING UNIT	<u>A &amp; R</u>	SUOAF-AFSCME	
								FROM		TO	

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the position which supervises the operations of the CSU Office for Collection of Student Loans from a Senior Accountant to Director, CSU Office for Collection of Student Loans/ADM V.

JUSTIFICATION:

The Vice President for Personnel has believed for a considerable period of time that this position should be in the administrative faculty classification. However, the long-time incumbent was not in favor of changing bargaining units.

Now that the incumbent has retired, it is an appropriate time to reclassify this position in light of the assigned supervisory responsibilities.

\$ (876)  
COST OR SAVINGS

David C. Neuf 5/8/90  
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:  
7/88

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Director  
Coordinator, of the CSU Office for Collection of Student Loans / ADM IV

Campus CSU Executive Offices Date 4/30/90

**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.

at  
per  
Local  
Union  
Exec  
Board  
5/3/90

INITIATING PRESIDENT OR DESIGNEE David C. Newton

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 5/2/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch 5/7/90

DATE OF SUOAF CAMPUS REVIEW See 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 See above 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 5/10/90 Consideration

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC ( ) disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C Neff DATE 5/8/90

**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

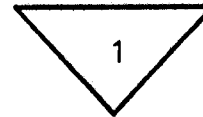
DATE \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

OFFICE OF THE  
VICE-PRESIDENT  
for  
FINANCE AND  
MANAGEMENT

APRIL 23, 1990  
PAGE 3



VICE-PRESIDENT  
FOR  
FINANCE  
AND  
MANAGEMENT

SECRETARIAL  
ASSISTANT

ASST. VICE  
PRESIDENT  
FOR  
FINANCE  
AND  
MANAGEMENT

ASST. FOR  
BUSINESS AFFAIRS  
(BUS. OFC. MGR.)

PART-TIME  
FINANCIAL CLERK

ASST. FOR  
BUSINESS AFFAIRS

ASST. FOR  
BUSINESS AFFAIRS

NDSL  
CENTER FOR COLLECTION  
-----  
SENIOR ACCOUNTANT  
ACCOUNTANT  
ACCOUNTS EXAMINER  
COLLECTION AGENT  
SENIOR CLERK  
CLERK-TYPIST

ASSOCIATE  
FOR  
AUDIT AND  
FISCAL AFF.  
(vacant)

ASST. FOR  
AUDIT AND  
FISCAL AFF.

DIRECTOR OF  
CAPITAL  
BUDGETING

DIRECTOR OF  
FACILITIES PLNG.  
& ENGINEERING

FACILITIES  
PLANNER

ASSOC.  
EXECUTIVE  
OFFICER FOR  
MANAGEMENT  
INFORMATION  
SYSTEMS

2 ASSOCIATE AND  
7 ASSISTANT  
DIRECTORS,  
MANAGEMENT  
INFORMATION  
SYSTEMS

CSU-Administration

Director, CSU Office for Collection of Student Loans

RANK: Administrator V

DEPARTMENT: Finance and Management

CODE: 7921

P.C. #0006

SUPERVISOR: Assistant Vice President for Finance and Management

SUPERVISION EXERCISED: Five Positions: Accountant I, Accounts Examiner, Collection Agent, Senior Clerk and Clerk-typist

INCUMBENT NAME: Vacant

POSITION SUMMARY:

Responsible for monitoring and record keeping of loan programs from initial loan transmittal through final payment of each account maintained by the Office for Collection of Student Loans.

POSITION RESPONSIBILITIES:

Exercise supervisory responsibility over the personnel, record keeping and reporting function of the Office for Collection of Student Loans. In particular the Director:

Establishes agreeable repayment plans for borrowers having financial difficulties;

Arranges appropriate compliance with Federal regulations regarding collection of delinquent and un-collectable accounts;

Reconciles records of billing agents with reports for each campus and for the Executive Office unit as well as private collection agencies and the internal collection agent;

Arranges for appropriate employee training;

Makes appropriate recommendations to the Assistant Vice President for Finance and Management;

Serves as liaison with university offices, Office of State Attorney General, private collection agencies, computer billing service and credit bureaus; and

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

Knowledge of student loan requirements is essential. A Bachelor's degree in business finance, accounting, public administration or related field and five years' experience in business management or collections is required. Requirements may be waived for appropriate alternate experience.

SPECIAL NOTATIONS: 5/2/90

Doc. 287