



**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

INTERNAL BUDGETING & CHRO COMPLIANCE SPECIALIST/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF FISCAL AFFAIRS/ADMINISTRATOR III

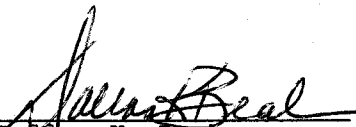
at

EASTERN CONNECTICUT STATE UNIVERSITY

June 15, 1990

RESOLVED, That the position of Internal Budgeting & CHRO Compliance Specialist/Administrator II at Eastern Connecticut State University be reclassified to Assistant Director of Fiscal Affairs/Administrator III effective June 15, 1990, in accordance with all provisions and expectations as set forth in the proposal dated January 19, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 1/19/90

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

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 6/15/90

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

POSITION Internal Budgeting & CHRO Assistant Director of
TITLE: Compliance Spec./Ad. 2 7917 Fiscal Affairs/Ad. 3 7918
CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION CURRENT 1155.48 PROPOSED 1271.04 BARGAINING
NUMBER 9051 SALARY \$(30,158.00) SALARY \$(33,174.00) FUND Ext. UNIT SUOAF SUOAF
FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To upgrade the position, Internal Budgeting and CHRO Compliance Specialist (Adm.2) to Assistant Director of Fiscal Affairs (Adm.3).

JUSTIFICATION:

This position has expanded greatly in the past six months to the point where it encompasses all of the Fiscal Affairs area. Increasing internal and external budget requirements along with various compliance regulations make this upgrading necessary. A salary increase is requested commensurate with the increase in duties.

\$ 3,016.00
COST OR SAVINGS

Michael Keenan 2/13/90
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director of Fiscal Affairs

Campus Eastern Connecticut State University Date 2/15/90

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 Michael Pernal, Executive Dean

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 2/15/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW 2/26/90

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 Oliver R. Hayes Date 2/26/90

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 prior to 5/1/90 OK

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David A. Meade DATE 5/30/90

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 _____

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

TITLE: ASSISTANT DIRECTOR OF FISCAL AFFAIRS

ADMINISTRATIVE RANK: 3

INCUMBENT: Mary Calarese

Under the supervision of the Director of Fiscal Affairs, the incumbent supervises the Office of Fiscal Affairs in the absence of the Director and/or Associate Director, participates in the coordination of the University internal budgeting process and coordinates CHRO contract compliance and the Small Business Set-Aside Program. The incumbent also participates in the preparation and reporting of budget data to external agencies. Position responsibilities include:

1. Supervises the Office of Fiscal Affairs or sections thereof in the absence of the Director and/or Associate Director.
2. Participates in the design and distribution of budget request forms to departmental budget authorities and advises on the completion of such.
3. Reviews completed forms for thoroughness and accuracy (seeking clarification and corrections, if necessary) and prepares a summary.
4. Serves as a resource person for budget authorities including training and advising and answering specific questions, and as a resource person to senior management to assist in developing budget allocations.
5. Participates in the establishment and maintenance of an ongoing budget monitoring and reporting system for all funding sources.
6. Reviews departmental requisitions and contracts for conformance to budget plan and assists in the coding of such.
7. Participates with Fiscal Affairs personnel in the display of interim and final financial results for internal and external use, including specific components for which the incumbent may have complete responsibility.
8. Assists in compiling data and completing forms and surveys as required by external agencies such as DHE and OPM.
9. Insures that the University complies with CHRO policies and regulations with respect to all purchasing transactions and capital projects.
10. Coordinates the Small Business Set-Aside Program.

11. Prepares reports as required.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

At least three years of experience in the administration of business services in a complex setting. Experience in administering a computerized budgeting system is required. Bachelor's Degree required; Master's preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

Michael Kew 2/23/90
For the University Date

C. R. Hayes 2/26/90
For the Union Date

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

TITLE: INTERNAL BUDGETING AND CHRO COMPLIANCE SPECIALIST
ADMINISTRATIVE RANK: 2
INCUMBENT: MARY CALARESE

Under the supervision of the Director of Fiscal Affairs, the incumbent assists with the coordination of the University internal budgeting process, and coordinates CHRO contract compliance, and the Small Business Set-Aside Program. The incumbent also assists in the preparation and reporting of budget data to external agencies. Position responsibilities include:

1. Helps design and distribute budget request forms to departmental budget authorities and advises on the completion of such.
2. Reviews completed forms for thoroughness and accuracy and prepares a summary.
3. Serves as a resource person for budget authorities and provides data to senior management to assist in developing budget allocations.
4. Helps establish and maintain an ongoing budget monitoring and reporting system for all funding sources.
5. Reviews department requisitions and contracts for conformance to budget plan and assists in the coding of such.
6. Advises and assists Fiscal Affairs personnel on closing end of year records.
7. Advises and assists accounting personnel on the display of final results on financial statements to the department level.
8. Assists in compiling data and completing forms and surveys as required by external agencies such as DHE and OPM.
9. Insures that the University complies with CHRO policies and regulations with respect to all purchasing transactions and capital projects.
10. Coordinates the Small Business Set-Aside Program.
11. Prepares reports as required.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

At least two years of experience in the administration of business services in a complex setting. Experience in administering a computerized budgeting system is preferred. Bachelor's Degree required; Master's preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

For the University
12/2/88

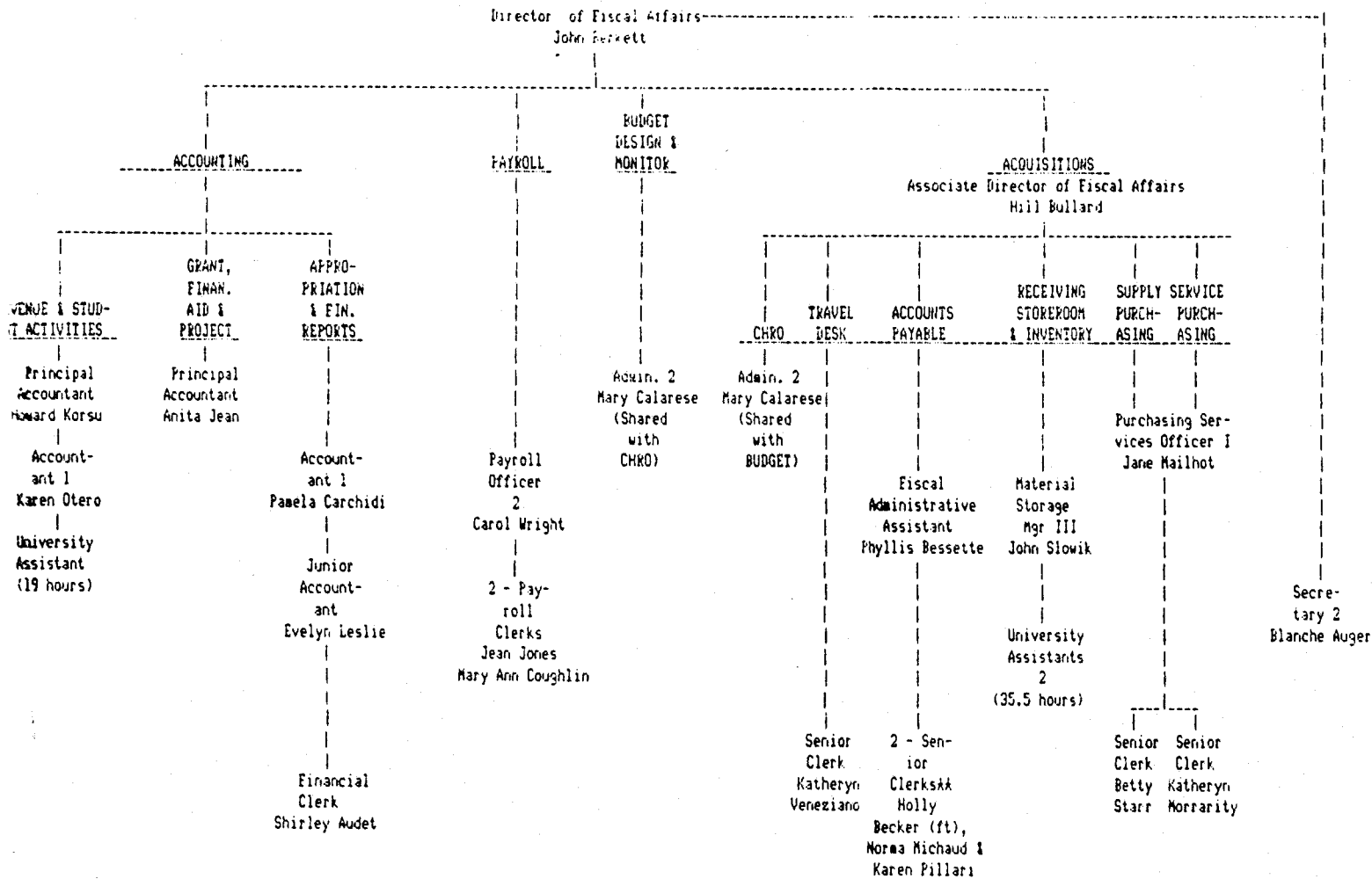
Date

For the Union

Date

EASTERN CONNECTICUT STATE UNIVERSITY
OFFICE OF FISCAL AFFAIRS
TABLE OF ORGANIZATION

SI A-4



EASTERN CONNECTICUT STATE UNIVERSITY
OFFICE OF FISCAL AFFAIRS
TABLE OF ORGANIZATION

USA A-4

