AUTHORIZING RESOLUTION

concerning

The Revision of a Current Administrator I Position

at Eastern Connecticut State College

December 8, 1978

RESOLVED, That the position at Eastern Connecticut State College occupied by Edith Mavor, Administrator I, Title XX Curriculum Developer, be changed from a 17 1/2 hour per week to a 21 hour per week position effective December 8, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated December 7, 1978.

A Certified True Copy:

James A. Frost
Executive Director
Enclosed SCP form on Administrator I Title XX Area

The enclosed SCP form was returned by the Central Office after a decision had been made not to process because of the moratorium on AFSCME positions. As a result of our conversation last week, I am resubmitting the SCP in hopes that it may be considered at the November Board Meeting. The present incumbent in the position is presently working in excess of 17% hours per week on a normal basis in an effort to get the job done. Since the inception of the Title XX Program, the workload in that office has exceeded the expectations that were developed at the time the program was begun. While it is true that an increase in working hours to 21 will add another bargaining unit member, it is also true that the salary rate will not be increased and the position will remain as an Administrator I.

In addition, the Title XX Program is supported solely with Federal Funds. On this basis, reconsideration of our original submission is respectfully requested at your convenience. This request carries the endorsement of the Director of the Title XX Project, and my office is convinced that it would be in the best interest of the program and the college. If you have any further questions regarding this request, please feel free to get in touch with me.

MP/emb
Enclosure

Effective date to be 12/8/78 if passed.

12/6/78
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Charles R. Webb
(President)

Concerning: New Position, \( \times \) Existing Position (Vacant/Filled)

1. Proposal:
   Increase hours from 17.5 hours per week to 21 hours per week

2. Proposed Position:
   Title/Rank: Administrator I

   12 mo P.T. 10 or 12 mo. Full-Part-Time
   Salary Level SP Ed Funds
   Fund (Gen., Ed. Ext., Aux.)
   AFSCME Jargaining Unit
   Temp. or Permanent

3. Summary of Function (attach required job description)

   See attached sheet

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

   In order to perform the function involved in this position, it requires more time that the original 17.5 hours per week allotted. We are therefore expanding the number of hours to 21 hours per week.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

   This will create another AFSCME position

   Michael Prumal
   9-1-78

For Central Office Use

Consultation with Jargaining Unit
Completed

Approved:
1. For Submission to PERC
2. By Committee/Board

Comments:

(Date) (Signature)
<table>
<thead>
<tr>
<th>No. of Pos.</th>
<th>New</th>
<th>Cancel</th>
<th>Refill</th>
<th>Title</th>
<th>Class Code</th>
<th>Position Control Number</th>
<th>S.G. &amp; Step</th>
<th>Compensation Bi-weekly</th>
<th>% If Not Full-time</th>
<th>Fund, Function Activity Code (Full Budget Code)</th>
<th>Type of Action &amp; Effective Date</th>
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</thead>
</table>

**Employee Name:** Edith Mavor

**Employee Number:** 275 22 0  
(Insert number if previously employed by State)

**Social Security Number:** 132-32-9239

**Birth Date:** May 12, 1942

**Birth Place:** New York City

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**Approved**  
**Title**  
**Authorized Signature**

**Date**

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**Approved for Submission to Board**  
**Authorized Signature**

**Date**

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**Date Approved by Board**

**Authorized Signature**
Job Description

Title XX Curriculum Developer

1. Works with the Title XX Coordinators or Supervisors from the eligible provider agencies in Region III and Region IV to ascertain the needs of the agencies' staff for the purpose of developing, expanding, and/or improving training for professional or para-professional employees of the Department of Social Services, and of providers, or persons preparing for employment with the state agency. It should be understood that this is an ongoing process.

2. Works with department heads and appropriate faculty of the College to develop and implement programs and courses to meet the needs of the Title XX trainees.

3. Works with the Title XX Program Coordinator of the College in implementing programs and courses for Title XX trainees, both on campus, in the field, and on-site; and including credit and non-credit courses, workshops, seminars, or whatever is appropriate.

EB:mts
12/20/77