AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Central Connecticut State College

Compliance & Nondiscrimination Officer
Administrator III

June 8, 1979

RESOLVED, That the position, Compliance & Nondiscrimination Officer/Administrator III, be established at Central Connecticut State College effective June 8, 1979, in accordance with all provisions and expectations as set forth in the proposal dated June 6, 1979 which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
TO: Executive Officer for Faculty and Staff Affairs
FROM: Central Connecticut State College, Dean of Personnel Administration
Concerning: X New Position, ______ Existing Position (Vacant/Filled)

1. Proposal:

To create position of full-time Nondiscrimination Compliance Officer

2. Proposed Position:

Title/Rank  Compliance & Nondiscrimination Officer/Administrator III

12 $18,603 General
10 or 12 mo. Salary Level Fund (Gen., AFSCME
Full-Part-Time Ed. Ext., Aux.) Bargaining Unit

Summary of Function (attach required job description)

See attached

4. Rational for Altering or Establishing Position

The growing number of Federal and State nondiscrimination laws and required affirmative action efforts and reports can no longer be satisfied by use of released time faculty. We have an urgent need for a full-time professional who knows the field and can meet the heavy demand for reports.

5. Conditions of Employment if Changed or Different from Norm.

Not to be filled until an unclassified position becomes available.

For Central Office Use:

Consultation with Bargaining Unit Approved: 1. For Submission to PERC
Completed 6/8/79 2. By Committee/Board

Comments:
RESPONSIBILITIES

Supervises implementation of non-discrimination plans as mandated under Federal and State Equal Employment Opportunity laws, Title IX, Section 504, and other programs as assigned by the President of the College; coordinates OSHA reports; conducts investigations of alleged discrimination; assists in designing training programs appropriate to particular problems; provides Federal, State, and College officials with necessary information concerning program requirements; monitors on-going programs; counsels minorities, women and members of other affected groups; and perform related duties as required. Reports to President of the College in cooperation with Dean of Personnel Administration.

QUALIFICATIONS

Thorough knowledge of the problems of minorities, females, and other affected groups; considerable knowledge of the elements of affirmative action; ability to compile, analyze and evaluate personnel and student records and statistics; knowledge of interviewing and counseling techniques; knowledge of civil service and academic recruitment and selection systems; investigatory ability; ability in written and oral expression; ability to deal effectively with others; supervisory ability.

EXPERIENCE AND TRAINING

Experience working with Affirmative Action programs, equal employment opportunity programs and other non-discrimination efforts desired. Master's Degree and five years college level experience preferred. Other combinations of education and experience will be considered.