AUTHORIZING RESOLUTION
concerning
The Change of a Current Classified Position
PERSONNEL OFFICER II, CENTRAL OFFICE
To an Unclassified Position
ASSOCIATE FOR FACULTY AND STAFF AFFAIRS

August 14, 1979

RESOLVED, That the classified position, Personnel Officer II at the
Central Office be changed to an unclassified position,
Associate for Faculty and Staff Affairs, effective August 14, 1979,
in accordance with all provisions and expectations as set forth
in the proposal dated August 9, 1979, which is attached as an
addendum to this Resolution, and be it further

RESOLVED, That the incumbent in the current position, Mr. Edward Dombroskas,
effective August 14, 1979, assume the duties and receive the
salary of the new position, Associate for Faculty and Staff Affairs.

A Certified True Copy:

James A. Frost
Executive Director
AMENDMENT TO BOARD RESOLUTION #79-74

concerning

MR. GERALD J. MCCANN, ACTING DIRECTOR OF MANAGEMENT SYSTEMS

and

AMENDMENT TO BOARD RESOLUTION #79-114

concerning

MR. EDWARD DOMBROSKAS, ASSOCIATE FOR FACULTY AND STAFF AFFAIRS

October 5, 1979

WHEREAS, Board Resolutions #79-74 and #79-114 omitted reference to

fringe benefits to be accorded Mr. Gerald J. McCann and

Mr. Edward Dombroskas, be it

RESOLVED, That effective July 1, 1979, Mr. Gerald J. McCann, and
effective August 14, 1979, Mr. Edward Dombroskas, shall be
entitled to vacation allowance, holiday, sick leave,
personal leave days, travel, and other fringe benefits in-
clusive of the provisions for longevity payments and
retirement benefits as enumerated in the collective bargain-
ing agreement reached with the Administrative Faculty.

A Certified True Copy:

James A. Frost
Executive Director
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

From: NA Connecticut State College, NA President

Concerning: X New Position, Existing Position (Vacant/Filled)

1. Proposal: Change the classified position, Personnel Officer 2, to an unclassified position Associate for Faculty & Staff Affairs and thereby place the post under the direct authority of the Board of Trustees. The incumbent, Mr. Dombroskas, will continue his services under the new position, title and salary.

2. Proposed Position:

Title/Rank Associate for Faculty and Staff Affairs

12 mo. FT, Perm $25,000 General Fund
10 or 12 mo. Salary Level Fund (Gen., Ed. Ext., Aux.)
Full-Time Management/Exempt
Temp. - Perm. Bargaining Unit

3. Summary of Function (attach required job description)

See attached job description.

4. Rationale for Altering or Establishing Position

The personnel functions served in the current Personnel Officer 2, are closely allied to the responsibilities served by the Executive Officer for Faculty and Staff Affairs. The proposed change will enhance the effective delivery of the services rendered through each position in a fully coordinated pattern.

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

None

Approval:
1. For Submission to PPRC August 9, 1979
2. By Committee/Board

Comments:

Signature:
Connecticut State Colleges

Job Description

Title: Associate for Faculty and Staff Affairs

Summary of Position: Responsible for the administration of the Connecticut State Colleges personnel system at the Central Office level for both unclassified and classified employees, including assigned responsibilities in collective bargaining, contract administration, grievance processing, and affirmative action affairs.

Supervision received: Works under the general direction of the Executive Officer for Faculty and Staff Affairs who reviews work for effectiveness and conformance with policy.

General Statement of Duties: Coordinates the personnel management program of the Connecticut State Colleges; advises State College Deans of Personnel Administration and College Personnel Officers on personnel policies and procedures in accordance with Board of Trustees resolutions, policies and directives, State Statutes, rules and regulations of the Personnel Division of the Department of Administrative Services; handles all grievances at the Step II level involving classified personnel and assists in the grievance process for unclassified professionals; serves on and assists the Executive Officer for Faculty and Staff Affairs in the Employee Relations Advisory Committee, and the Personnel Employee Relations Committee; researches and develops statistical data relative to personnel; consults with the Executive Officer for Finance and Management on matters concerning interface of personnel/financial matters; serves as Personnel Officer for the Board of Trustees in securing classified staff; researches, prepares and monitors the affirmative action plan for the Central Office; represents Central Office and/or the Colleges on state-wide committees concerned with improving personnel administration; does related work as required.

Knowledge, Skill and Ability: Thorough knowledge of principles of public personnel administration; thorough knowledge of the principles and techniques of personnel management involving large numbers of employees; ability to interpret rules and regulations promulgated by the Board of Trustees and the State Personnel Division; ability to analyze personnel problems and recommend effective remedies; ability in oral and written communications; ability to establish and maintain cooperative relations with College officials, associates, employees, and the general public.

July 11, 1979

cmr/PERC
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Recommended Professional Personnel Changes

Board of Trustees for State Colleges

Date: August 14, 1979