AUTHORIZING RESOLUTION

concerning

Establishment of a New Position

at

Central Connecticut State College

Associate Affirmative Action Officer/Administrator II

May 1, 1981

RESOLVED, That the vacant position of Compliance and Non-Discrimination Officer Supportive Services/Administrator III, at Central Connecticut State College be abolished, and be it further

RESOLVED, That the position, Associate Affirmative Action Officer/Administrator II, be established at Central Connecticut State College effective May 1, 1981, in accordance with all provisions and expectations as set forth in the proposal dated April 3, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
Title: Associate Affirmative Action Officer/Administrator II

Fund: General

Position Type: Permanent X Part-time ___

Effective Date: May 1, 1981

Cost: Savings of $3,650 annually

Campus: Central CT State College

Proposal:

To downgrade the existing position of Compliance and Non-Discrimination Officer/Administrator III to Associate Affirmative Action Officer/Administrator II with an appropriate downgrading of duties and compensation.

Summary:

This reclassification from Administrator III to Administrator II (III new) reflects a reorganization of the Affirmative Action Office to take advantage of a unique opportunity to share with UCONN Health Center the expert services of their new Director of Affirmative Action. By contracting with UCHC for high level expertise we can reduce our full-time position to an entry level professional post. Old and new job descriptions are attached.

Date: April 3, 1981
Position Title: Associate Affirmative Action Officer

Administrative Rank: Administrator II (new IV)

Department: Affirmative Action Office

Supervisor(s) Position/Title: Assistant to President for Affirmative Action and E.E.O.

POSITION SUMMARY:

Assists Affirmative Action Consultant in operation of AA/EO by providing staff support in review of position announcements, processing of affirmative action records, preparation of statistical data in intake interviewing of affirmative action complaints. Works under direct supervision of Affirmative Action Consultant.

POSITION RESPONSIBILITIES:

1. Opens office and maintains coverage during regular College business hours.

2. Supervises clerical staff.

3. Reviews, edits, and refers as appropriate affirmative action documents and position announcements.

4. Receives and posts external position announcements.

5. Maintains file of unsolicited resumes.

6. Prepares and keeps current protected group files for internal equal opportunity notification.

7. Maintains statistical records of personnel actions relating to numerical goals of the affirmative action plan.

8. Answers questions and provides basic counseling concerning affirmative action and equal employment opportunity.

9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.
Qualifications:

Required

Bachelor's degree
Demonstrated ability to make objective, mature judgments under pressure
Demonstrated writing skill
Statistical competence

Desired

Master's degree in a relevant field
Demonstrated counseling skills
Experience in affirmative action program administration
Experience in higher education administration

REVIEW AND APPROVAL:

Prepared by:

Reviewed by:

Approved by:

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of ____________________.

Date

(Signature)

Campus JA Committee

Rev. 6/4/79