RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF ADMISSIONS & RECORDS/ADMINISTRATOR III

to

ASSISTANT TO THE EXECUTIVE DEAN/ADMINISTRATOR II

at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant Director of Admissions & Records/Administrator III, at Eastern Connecticut State University, be reclassified to Assistant to the Executive Dean/Administrator II, effective February 12, 1988, in accordance with the attached proposal dated November 11, 1987.

A Certified True Copy:

Philas K. Beal
President
CSU-200
EASTERN CONNECTICUT STATE UNIVERSITY DATE 11/11/87

POSITION ACTION REQUEST

ACTION: ESTABLISH (X) RECLASSIFY (X) EFF. 2/12/88 TEMP (X) PT ( )
ABOLISH (X) OTHER ( )

POSITION Assistant Director of
TITLE: Admissions & Records/Ad. 3 7918 Assistant to the Dean/Ad. 2 7917

CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER 1852 CURRENT SALARY .00 PROPOSED SALARY 766.29 BARG
UNITS SUOAF SUOAF
FUND Gen. From To

RESOLUTION BR #

RESOLVED, That the vacant position, Assistant Director of Admissions and
Records be reclassified to Assistant to the Dean to provide support to Institutional Research Activities.

A Certified True Copy

Dallas R. Beal, President

PEK Committee 1/6/88

BOARD OF TRUSTEES 2/5/88

JUSTIFICATION: At the present time, Institutional Research Activities are without
technical staff to provide assistance to the Executive Dean.
This proposal will provide such support and will enable certain research activities, presently carried out throughout the campus,
to be better coordinated.

Approx. Cost

Signed (University)
EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
Executive

POSITION TITLE: ASSISTANT TO THE/DEAN (INSTITUTIONAL RESEARCH)

ADMINISTRATIVE RANK: 2

INCUMBENT:

Under the supervision of the Executive Dean, the incumbent assists in the coordination of university institutional research efforts and performs the following functions.

1. Assists the Dean in defining and retrieving information for strategic and operational planning, for preparation of studies and narrative and quantitative reports, for internal use and for external agencies.

2. Utilizes the computer's report generation capabilities to produce reports to meet management requirements, e.g., DEC Datatrieve.

3. Supervises clerical staff, graduate assistants, university assistants, and student workers as assigned.

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

QUALIFICATIONS

Bachelor's Degree required. Master’s Degree preferred. One to two year’s experience in higher education. Proficiency in problem solving and communication skills, computer competence (particularly in applications to support research), and basic knowledge of programming languages.

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

For the University Date For the Union Date

11/11/87
SUOAF/AFSCME POSITION ACTION REQUEST

**Position Title**: Asst to the Dean; Water Research

**Campus**

**Date**

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**

**DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE**: 12/17/27

**SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY**

**DATE OF SUOAF CAMPUS REVIEW**

**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**: Barry Tuft Date 12/17/27

**DISPOSITION AT SUOAF LOCAL LEVEL**: (X) approve proposed rank and salary

**Comments or Recommendations**:

**DATE RETURNED TO LOCAL DPA**

**LEVEL 3**

_Not to exceed 10 working days after receipt_ Local DPA brings paperwork to statewide DPA’s meeting or 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**: 11/31/27

**DISPOSITION AT COUNCIL LEVEL**: (X) approve submission to PERC

**Comments or Recommendations**:

**E. PRESIDENT FOR PERSONNEL**: (signature) Date 1/14/88

**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 representatives and appropriate management officials of PERC disposition.

**DISPOSITION AT PERC LEVEL**: (X) approved

**OF BOARD APPROVAL**

**OF BOARD DISAPPROVAL**

OVER FOR APPLICABLE POSITION DESCRIPTION