RESOLUTION

concerning

RECLASSIFICATION OF POSITION

PERSONNEL OFFICER I (Classified)

to

ASSISTANT DIRECTOR OF PERSONNEL

(Unclassified Confidential)

at

WESTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the classified position, Personnel Officer I, at Western Connecticut State University be reclassified to Assistant Director of Personnel (Unclassified confidential), effective February 12, 1988, in accordance with the attached proposal dated December 21, 1987.

A Certified True Copy:

[Signature]

Dallas K. Beal
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employer
**Position Action Request**

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**Position Title:**
- CURRENT: Personnel Officer 1
- PROPOSED: Assistant Director of Personnel

**Position Number:**
- CURRENT: 1593
- PROPOSED: 6163

**Salary:**
- CURRENT: $29,145.
- PROPOSED: $31,622

**FUND:** General

**BARG:** not applicable

**Justification:**
(Use Reverse Side If Additional Space Is Needed)

We are requesting that the position Personnel Officer 1 be reclassified to Assistant Director of Personnel.

WCSU has 434 full-time, and approximately 300 part-time employees. The Personnel Dept. is responsible for recruitment and selection of personnel, benefits administration, employee counseling and the administration of seven collective bargaining agreements.

Recently, changes in the Personnel Office have included adding Affirmative Action as one of the responsibilities of the Director. Subsequently, the Personnel Officer has assumed a greater share of the personnel management function. Included in the responsibilities for this position are:

- All recruitment activities for classified positions
- Assist Director in administering all collective bargaining agreements, including participation in grievance procedures
- Supervise maintenance of all personnel records
- Prepare and/or supervise preparation of all paperwork necessary to process personnel transactions
- Conduct position audits to determine appropriate job classification, and prepare reclassification requests
- Orient new employees to State Service
- Prepare retirement applications

$2,477.00

**Resolution**

That the position Personnel Officer 1 be reclassified to Assistant Director of Personnel at WCSU, effective Feb. 12, 1988, in accordance with all provisions and expectations as set forth in this proposal.

**A Certified True Copy**

Dallas K. Beal, President, CSU

**Board of Trustees**

Date

**PER Committee**

Date
- Participate in the recruitment and selection of unclassified administrative faculty through search committee membership.
- Provide career and retirement counseling to employees.
- Coordinate University participation in D.A.S. Personnel special projects.
- Process tuition reimbursement and in-service training applications.

The scope of these duties and responsibilities, we feel, merits the classification of Assistant Director of Personnel.

Attached is an organizational chart of the Personnel Dept.