RESOLUTION

concerning

ESTABLISHMENT OF INTERMITTENT POSITION

ASSISTANT IN AUXILIARY ENTERPRISES/ADMINISTRATOR I

at

EASTERN CONNECTICUT STATE UNIVERSITY

APRIL 8, 1988

RESOLVED, That the permanent intermittent position, Assistant in Auxiliary Enterprises/Administrator I be established at Eastern Connecticut State University, effective April 8, 1988, in accordance with all provisions and expectations as set forth on CSU Form 200.

A Certified True Copy:

Dallas K. Beal
President
Addendum to BR#88-62

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY DATE 3/8/88

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY ( ) EFF. 5/6/88
ABOLISH ( ) OTHER

POSITION TITLE: Assistant in Auxiliary Enterprises/Ad. 1

CURRENT CLASS CODE PROPOSED CLASS CODE
POS ITION BARG FUND
NUMBER CURRENT 689.66 PROPOSED SALARY (18,000) BARG
689.66 SALARY AUX. Svcs.

RESOLUTION

RESOLVED, That the permanent intermittent position, Assistant in Auxiliary Services be established at Eastern Connecticut State University.

A Certified True Copy

Dallas K. Beal, President Date

PERCommittee 4/6/88

BOARD OF TRUSTEES 4/8/88

JUSTIFICATION: This position is requested to provide summer assistance to the Director of Auxiliary Enterprises in providing services to off-campus groups using University Facilities during the summer. The position is self-supporting and would only be filled when camps, etc. are operating and when the Auxiliary Services budget permits.

$4000 (filled intermittently)

Approx. Cost

Signed (University) Date
POSITION TITLE: ASSISTANT IN AUXILIARY SERVICES

RANK: 1

INCUMBENT:

Under the supervision of the Director of Auxiliary Enterprises and Institutional Services, the Assistant provides services to off-campus users of University facilities. This position is permanent-intermittent with responsibilities confined to periods when users are on campus. Position responsibilities include the following:

1. Provide all necessary services to groups, camps, and other users of University facilities.
2. Schedule and supervise maintenance services for such groups.
3. Ensure that various contracted services are provided as stipulated.
4. Assist in the registration activities of group participants including tasks associated with moving in and moving out of facilities.
5. Assist in the scheduling of outside vendor services.
6. Assist in solving problems involving users.
7. Assist in the coordination of user activities with appropriate University offices and departments.
8. Assist in providing support to the Director on days when he is away from the University.
9. Perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Ability to relate effectively to college students and staff and user participants. A Bachelor’s Degree is required.

The above qualifications may be waived for individuals with appropriate alternative experience.

For the University Date For the Union Date
3/8/88
Position Title: Assistant in Auxiliary Services

Campus: Eastern Connecticut State Univ.  Date: 3/8/88

LEVEL 1. Day 0 Campus DPA creates and presents package to Chapter level SGOAF/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: Michael Pernal

DATE PRESENTED TO CAMPUS SGOAF REPRESENTATIVE

SGOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SGOAF CAMPUS REVIEW

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2. Not to exceed 10 working days after receipt Statewide SGOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SGOAF shall return all materials to the initiating University DPA or his designee.

SGOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE: [Signature] Date: [Signature]

DISPOSITION AT SGOAF LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA: 3/24/88

LEVEL 3. Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for 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 SGOAF/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: 3/24/88

DISPOSITION AT COUNCIL LEVEL:
( ) approve submission to PERC
( ) disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL: [Signature] Date: 3/25/88

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 SGOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
( ) approved  ( ) disapproved

DATE: 

DATE OF BOARD APPROVAL: 

DATE OF BOARD DISAPPROVAL: 

OVER FOR APPLICABLE POSITION DESCRIPTION
DIRECTOR OF AUXILIARY ENTERPRISES AND INSTITUTIONAL SERVICES

A

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TELEPHONE OPERATOR-G

ADMINISTRATIVE ASSISTANT-A

DUPLICATING TECH.-G

OFF. APP. OP.-G

ASSISTANT

1

Perm. Intermittent