RESOLUTION
concerning
ESTABLISHMENT OF AUXILIARY-FUNDED POSITION
ASSISTANT DIRECTOR OF PLANNING AND ENGINEERING/ADMINISTRATOR III
at
WESTERN CONNECTICUT STATE UNIVERSITY
JUNE 17, 1988

RESOLVED, That an auxiliary-funded position, Assistant Director of Planning and Engineering/Administrator III, be established at Western Connecticut State University, effective June 17, 1988, in accordance with all provisions and expectations as set forth in the attached proposal.

A Certified True Copy:

Dallas K. Beal
President
This proposed position is a result of growing demands on the Office of Planning and Engineering. Since W.C.S.U. is in the forefront of completing the summary phase of its Master Plan, initiation and monitoring of the program is taking more and more time from the other duties of the Director of Planning. This causes Agency-run projects directed toward preventative maintenance, campus safety programs, and on-going renovations to suffer. The proposed position will help insure continuation of all the programs under the aegis of the Planning Office. Establishment of this position is in accordance with approved new positions in WCSU's '78-'88 budget.

RESOLUTION

Resolved, that the position, Assistant Director of Planning and Engineering/Administrator III, at Western Conn. State University be established in accordance with all provisions and expectations as set forth in this proposal.
SUAOF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Administrator III (Assistant Director of Planning & Engineering)
Campus: Western Connecticut State University

LEVEL 1, Day 0
Campus DPA creates and presents package to Chapter level SUAOF/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: Andrea D'Agostino
DATE PRESENTED TO CAMPUS SUAOF REPRESENTATIVE: 9/10/87

SUAOF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: [Signature]
DATE OF SUAOF CAMPUS REVIEW: 9/15/87

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

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

SUAOF/AFSCME LOCAL PRESIDENT OR DESIGNEE: [Signature]
DATE: 9/21/87

DISPOSITION AT SUAOF LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary

DATE RETURNED TO LOCAL DPA:

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 SUAOF/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:

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

DATE CONSIDERED BY PERC:

VICE PRESIDENT FOR PERSONNEL: [Signature] DATE:

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 SUAOF/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
Administrator III/Assistant Director of Planning & Engineering

Supervisor: Director of Planning & Engineering

Position Summary:

The incumbent assists in developing concepts, working drawings and specifications for agency administered "in-house" and "bid-out" projects up to $250,000. in value. Additionally, the incumbent assists in compiling statistical data effecting these projects, interfacing with other state agencies and overseeing campus energy and safety programs.

Position Responsibilities:

1. Draft architectural and construction documents required to implement agency administered "in-house" and "bid-out" projects up to $250,000. in value.

2. Assist in compiling statistical data and cost estimates effecting capitol projects.

3. Assist in initiating project requests and interfacing with other state agencies where required to implement capitol projects.

4. Act as the University Energy Coordinator and University liaison with the energy division of the Office of Policy & Management; pursues federal funding for energy related procedures where indicated.

5. Act as the University Fire Safety Coordinator and University liaison with the State Fire Marshall's Office.

6. Maintain a current construction-cost file based on recently completed construction projects and upgraded from information solicited during the bidding procedure.

7. Assist the Director of Planning and perform other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

Educational Experience:

Two to three years of architectural experience demonstrating knowledge of architectural drafting and specification and report writing. A Bachelor's degree is required, a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.