RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR II
to
ASSISTANT TO THE REGISTRAR/ADMINISTRATOR II

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Assistant to the Director of Admissions and Records/Administrator II at Eastern Connecticut State University be reclassified to Assistant to the Registrar/Administrator II, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Real
President

Doc. 159
CONNECTICUT STATE UNIVERSITY

POSITION ACTION REQUEST FORM

SUBMITTED 12/8/88

BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [X] WCSU [ ]

POSITION ACTION: ESTABLISH ( ) RECLASSIFY ( ) OTHER (X) DATE EFFECTIVE 2/3/89

NATURE OF THE POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY ( ) PART-TIME ( )

POSITION: Asst. to the Director of
TITLE: Admissions & Records/Adm. II 7917

CURRENT CLASS CODE 1093.71 PROPOSED CLASS CODE 1093.71

POSITION NUMBER 0009 SALARY $(28,545) SALARY $(28,545)

BARGAINING UNIT Gen SUOAF SUOAF

EXPLAIN THE NATURE OF THE PROPOSAL:

As part of the reorganization of the Admissions and Records areas, the position, Assistant to the Director of Admissions and Records is to be reclassified to Assistant to the Registrar.

JUSTIFICATION:

This proposal forms part of the total reorganization. The incumbent will assume additional operational components of the registration and record systems and relinquish certain admissions duties.

COST OR SAVINGS 0

SIGN (UNIVERSITY) 12/11/88

ATTACH OLD AND NEW STAFFING CHART, (X)

B DESCRIPTION, AND (X)

SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:

7/88
POSITION TITLE: ASSISTANT TO THE REGISTRAR

ADMINISTRATIVE RANK: 2

INCUMBENT: JOAN SERWANSKI

Under the supervision of the Registrar the Assistant performs the following functions:

1. Evaluates transcripts of transfer students from other post-secondary institutions as required.
2. Conducts graduation audits and assists in preparing recommended graduation lists.
3. Assists with maintenance of the University course file as developed by the Office of Academic Affairs.
4. Assists with registration, add-drop, and orientation for incoming undergraduate students.
5. Works with the Data Center in regard to information transmitted to and from that office.
6. Coordinates the computerized student information system for the Office of Admissions and Records.
7. Assists in the supervision of clerical staff and provides training on computer applications, student information systems, and new policies and procedures.
8. Coordinates operation of the on-line registration system.
9. 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 years experience in higher education.

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

For the University Date For the Union Date
Michael Bean 1/1/89 Betty Tipton 1/4/89

EP/emb 7/8/87
Position Title: Assistant to the Registrar

Campus: Eastern Connecticut State University
Date: 12/6/88

LEVEL 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: Michael Ruiz 12/12/88

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE: 1/10/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: Betty Tipton 1/10/89

DATE OF SUOAF CAMPUS REVIEW:

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 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: Betty Tipton

DATE: 1/17/89

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

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA: 1/17/89

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 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: 12/15/88

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

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL: [Signature]
DATE: 1/18/89

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 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