RESOLUTION
concerning
RECLASSIFICATION OF POSITION
ASSOCIATE DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR IV
to
ASSOCIATE REGISTRAR/ADMINISTRATOR IV
at
EASTERN CONNECTICUT STATE UNIVERSITY
February 3, 1989

RESOLVED, That the position of Associate Director of Admissions and Records/Administrator IV at Eastern Connecticut State University be reclassified to Associate Registrar/Administrator IV, 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. Beal
President

Doc. 157
CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 12/8/88
BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [ ] WCSU [ ]

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

NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]

POSITION TITLE:
CURRENT CLASS CODE 7919
PROPOSED CLASS CODE

POSITION NUMBER CURRENT 1570.62 PROPOSED 1570.62 BARGAINING
SALARY $ (40,993) SALARY $ (40,993) UNIT SUOAF SUOAF
FUND Gen FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

As part of the reorganization of the Admissions and Records area, the position Associate Director of Admissions and Records is to be reclassified as Associate Registrar. No change in rank is proposed.

JUSTIFICATION:

This proposal forms part of the total reorganization. The incumbent will assume additional operational components of the registration and record systems formerly assumed by the Scheduling Officer.

$ 0
COST OR SAVINGS

Michael [Signature] 12/13/89
SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART, (X)
ATTACH JOB DESCRIPTION, AND
SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:
7/88
EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE REGISTRAR

ADMINISTRATIVE RANK: 4

INCUMBENT: WINIFRED KLEIN

Under the supervision of the Registrar, the Associate Registrar performs the following functions:

1. Assumes responsibility for the Office in the Registrar's absence.

2. Assists the Registrar in the maintenance and reporting of the master course file and training book and each semester's course schedule and coordinates the development of any reports regarding the above.

3. Schedules classroom space assignments for courses; advises the Student Center and Auxiliary Services in regard to the use of academic facilities for non-academic events.

Maintains FLC data on instructional faculty and academic departments in accord with the CSU/AAUP Contract.

Evaluates transcripts of students.

6. Coordinates the publication of each semester's schedule of courses (Registration Booklet).

7. Assists the Registrar in all aspects of the student registration/record system.

8. Assists in the coordination, supervision and evaluation of office staff as required.

9. Assists in the administering the graduation audit system and conduct graduation audits as required.

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

QUALIFICATIONS

Four years experience demonstrating the ability to maintain detailed records/registration systems and to relate effectively with students and staff. Knowledge of the report generator NATURAL is desired. A Bachelor's degree is required.

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

1/11/89

[Signature]

[Signature]
Position Title: Associate Registrar

Campus: Eastern Connecticut State University
Date: December 6, 1988

LEVEL 1, Day 0: Campus DPA creates and presents package to Chapter level SUOA/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 SUOA REPRESENTATIVE

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUOA 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 SUOA/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOA shall return all materials to the initiating University DPA or his designee.

SUOA/AFSCME LOCAL PRESIDENT OR DESIGNEE

DISPOSITION AT SUOA LOCAL LEVEL:

☐ approve proposed rank and salary
☐ disapprove 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 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 SUOA/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

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL

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 SUOA/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