RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE COORDINATOR OF CAPITAL PROJECTS/ADMINISTRATOR II

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position, Assistant to the Coordinator of Capital Projects/Administrator II, be established at Eastern Connecticut State University, 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:

[Signature]

President

Doc. 175
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

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

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

POSITION TITLE: Asst. to the Coordinator/Adm. II of Capital Projects 7917

CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER CURRENT SALARY $ PROPOSED SALARY $ (22,990) BARGAINING FUND Ext. UNIT SUOAF

EXPLAIN THE NATURE OF THE PROPOSAL:

To establish position, Assistant to the Coordinator of Capital Projects (Admin. 2).

JUSTIFICATION:

This position has been approved in the University's 1988-89 budget. It will be used to monitor local projects and to render assistance in the drawing up of plans and specifications.

$ 22,990.00 COST OR SAVINGS

SIGNED (UNIVERSITY) 12/8/88 DATE

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

MISCELLANEOUS COMMENTS: 7/88
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE COORDINATOR OF CAPITAL PROJECTS

ADMINISTRATIVE RANK: 2

INCUMBENT:

Under the general direction of the Capital Projects Coordinator, is responsible for the following:

1. Assists in management of the office and assumes responsibility for the office when directed and in the absence of the Coordinator.

2. Acts as a general resource person for the office.

3. May perform any of the following duties, which may be changed from time to time, as directed:

   a. Comprehensive campus planning functions that may include measuring buildings, computing areas and related building inventory data, attending planning meetings with varied departments on campus, preparation of planning documents.

   b. Development of building specifications, including computer inputting and generation.

   c. Design and/or drawing of renovation/remodeling projects, or new in-house projects, as permitted by state regulation.

   d. Development of Capital Projects/Status Reports for internal and/or state distribution.

   e. Field supervision of in-house administered capital projects.

4. Assists in the development of the annual capital budget and update of the five year facilities plan.

5. Represents the office and the University by attending workshops and meetings.

6. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

QUALIFICATIONS

Two to three years experience in relevant professional work. Ability to relate to faculty, staff, agency personnel and diversified committees. A Bachelor's Degree is required. These qualifications may be waived for individuals with demonstrated appropriate alternate experience.

For the University        Date        For the Union        Date

11/29/88
VICE-PRESIDENT FOR ADMINISTRATIVE AFFAIRS

1. G

ADMIN. ASSISTANT - G

ASSOCIATE DEAN 7

DIRECTOR OF PUBLIC SAFETY

DIRECTOR OF FISCAL AFF. 6

DIR. OF COMP. & INFO. SYS. 6

DIR. OF PLANT MAINTENANCE

DIR. OF AUX. ENT. & INST. SVCS. 6

CAP. PROJECTS COORD. 5

ASST. TO COORD. CAPITAL PROJECTS 2
SOOAA/FSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Assistant to the Coordinator of Capital Projects

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

LEVEL 1. Day 0 Campus DPA creates and presents package to Chapter level SOOAF/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 SOOAF REPRESENTATIVE 12/1/88
SOOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY
DATE OF SOOAF 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 SOOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SOOAF shall return all materials to the initiating University DPA or his designee.

SOOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE

DISPOSITION AT SOOAF LOCAL LEVEL:

() approve 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
Comments or Recommendations:

DATE OF BOARD APPROVAL

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