RESOLUTION
concerning
ESTABLISHMENT OF POSITION
INTERNAL BUDGETING AND CHRO COMPLIANCE SPECIALIST/ADMINISTRATOR II
at
EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position, of Internal Budgeting and CHRO Compliance Specialist/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:

Dallas K. Beal
President

Doc. 176
Explain the nature of the proposal:

To establish the position Internal Budgeting and CHRO Compliance Specialist.

Justification:

This position was originally granted the University in the 1988-89 Auxiliary Services budget. We have decided not to create an Auxiliary position for this purpose and have abolished another Extension Fund position to permit this action. The position will be used to monitor CHRO Compliance by vendors doing business with the University and to provide assistance in the internal budgeting process.
EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

TITLE: INTERNAL BUDGETING AND CHRO COMPLIANCE SPECIALIST

ADMINISTRATIVE RANK: 2

INCUMBENT:

Under the supervision of the Director of Fiscal Affairs, the incumbent assists with the coordination of the University internal budgeting process, and coordinates CHRO contract compliance, and the Small Business Set-Aside Program. The incumbent also assists in the preparation and reporting of budget data to external agencies. Position responsibilities include:

1. Helps design and distribute budget request forms to departmental budget authorities and advises on the completion of such.
2. Reviews completed forms for thoroughness and accuracy and prepares a summary.
3. Serves as a resource person for budget authorities and provides data to senior management to assist in developing budget allocations.
4. Helps establish and maintain an ongoing budget monitoring and reporting system for all funding sources.
5. Reviews department requisitions and contracts for conformance to budget plan and assists in the coding of such.
6. Advises and assists Fiscal Affairs personnel on closing end of year records.
7. Advises and assists accounting personnel on the display of final results on financial statements to the department level.
8. Assists in compiling data and completing forms and surveys as required by external agencies such as DHE and OPM.
9. Insures that the University complies with CHRO policies and regulations with respect to all purchasing transactions and capital projects.
10. Coordinates the Small Business Set-Aside Program.
11. Prepares reports as required.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

At least two years of experience in the administration of business services in a complex setting. Experience in administering a computerized budgeting system preferred. Bachelor’s Degree required; Master’s preferred.

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

For the University  Date  For the Union  Date
12/2/04
SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Internal Budgeting and CHBO Compliance Specialist
Campus: Eastern Connecticut State University Date: 12/5/88

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
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE
SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY
DATE OF SUOAF 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 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
DISPOSITION AT SUOAF 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 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

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

DATE OF BOARD APPROVAL
DATE OF BOARD DISAPPROVAL

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

DISPOSITION AT PERC LEVEL:
( ) approved
( ) disapproved

DATE

OVER FOR APPLICABLE POSITION DESCRIPTION