RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO SCIENCE DEPARTMENTS/ADMINISTRATOR II
to
TECHNICAL SUPERVISOR FOR SCIENCE DEPARTMENTS/ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Assistant to Science Departments/ Administrator II at Eastern Connecticut State University be reclassified to Technical Supervisor for Science Departments/ Administrator III, 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
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

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

<table>
<thead>
<tr>
<th>POSITION ACTION:</th>
<th>ESTABLISH ( )</th>
<th>RECLASSIFY (x)</th>
<th>OTHER ( )</th>
<th>DATE EFFECTIVE</th>
<th>2/3/89</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NATURE OF THE POSITION:</th>
<th>PERMANENT [x]</th>
<th>FULL-TIME [x]</th>
<th>TEMPORARY [ ]</th>
<th>PART-TIME [ ]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POSITION</th>
<th>Asst. to Science Depts./Adm. II 7917</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>Technical Supervisor for/Adm. III Science Departments 7918</td>
</tr>
<tr>
<td>CURRENT CLASS CODE</td>
<td>PROPOSED CLASS CODE</td>
</tr>
<tr>
<td>POSITION NUMBER</td>
<td>1124</td>
</tr>
<tr>
<td>BARGAINING</td>
<td>ZH&amp;D Gen SUOAF SUOAF</td>
</tr>
</tbody>
</table>

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the assistant position in University Science Laboratories to a Technical Supervisor. The rank will change from Administrator 2 to Administrator 3.

JUSTIFICATION:

This position, while supervising a number of student lab assistants, also has assumed increasing responsibility for all equipment and materials and lab procedures of the two science departments. This reclassification is necessary to insure that a high level of professional expertise is maintained.

COST OR SAVINGS $3,600

SIGNED (UNIVERSITY) 12/13/87 DATE

ATTACH OLD AND NEW STAFFING CHART, ( )
ATTACH DESCRIPTION, AND ( )
SUOAF SIGN OFF FORM IF REQUIRED ( )
MISCELLANEOUS COMMENTS:
7/88
POSITION TITLE:    ADM 3/TECHNICAL SUPERVISOR FOR SCIENCE DEPARTMENTS
ADMINISTRATIVE RANK:    III
INCUMBENT:    STEVEN SHENCHICK

Under the supervision of the Chairs of the Science Departments, will assist in the management of the University academic sciences laboratories in Biology, Physical Sciences, and Earth Sciences. Primary responsibility for supervision to be worked out with the Chairs by the Dean of Arts and Sciences.

1. Responsible for preparation of materials and equipment necessary to carry out and maintain all laboratory related assignments in the appropriate departments.

2. Prepares and monitors all contract awards and purchase requisitions for appropriate departments including liaison with representatives of various vendors.

3. Maintains all fiscal controls relating to the OE and Equipment budgets of the departments and personnel budgets for student workers.

4. Provides data used to construct budgets for the Science Departments and assists in budget preparation.

5. Makes minor repairs to equipment when necessary and provides liaison with the physical plant department, business office, and vendors when more complex problems or breakdowns occur.

6. Catalogs various laboratory specimens for departmental use.

7. Plays a major role in the hiring, supervision, and evaluation of student workers or other laboratory employees who set up science laboratories for classes, demonstrations, etc.

8. Prepares and monitors lab scheduling for the Science Departments as directed.

9. Administers and monitors OSHA, EPA, and fire regulations and directs procedures for adhering to them.

10. Provides faculty, staff and students with information and appropriate manuals on safety.

11. Coordinates arrival and dispersal of supplies and equipment.

12. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

QUALIFICATIONS
Ability to relate to students, faculty, and staff. A Bachelor's degree is required. Three years experience as lab assistant or equivalent is required.
The above qualifications may be waived for persons with appropriate alternate experience.
**POSITION TITLE:** ASSISTANT TO SCIENCE DEPARTMENTS/SCIENCE LABS

**ADMINISTRATIVE RANK:** II

**INCUMBENT:** STEVE SHIMCHICK

Under the supervision of the Chairs of the Science Departments, will assist in the management of the University academic sciences laboratories in Biology, Physical Sciences, and Earth Sciences. Primary responsibility for supervision to be worked out with the Chairs by the Dean of Personnel Administration.

1. Responsible for preparation of materials and equipment necessary to carry out and maintain all laboratory related assignments in the appropriate departments.

2. Prepares and monitors all contract awards and purchase requisitions for appropriate departments including liaison with representatives of various vendors.

3. Maintains all fiscal controls relating to the OE and Equipment budgets of the departments and personnel budgets for student workers.

4. Provides data used to construct budgets for the Science Departments and assists in budget preparation.

5. Makes minor repairs to equipment when necessary and provides liaison with the physical plant department, business office, and vendors when more complex problems or breakdowns occur.

6. Catalogs various laboratory specimens for departmental use.

7. Assists in the hiring, supervision, and evaluation of student workers or other laboratory employees who set up science laboratories for classes, demonstrations, etc.

8. Prepares and monitors lab scheduling for the Science Departments as directed.

9. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

**QUALIFICATIONS**

Ability to relate to students, faculty, and staff. A Bachelor’s Degree is required.

The above qualifications may be waived for persons with appropriate alternate experience.

---

For the University: 12/9/86

For the Union: 12/9/86
Position Title: Technical Supervisor for Science Departments

Campus: Eastern Connecticut State University

Date: December 6, 1988

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

SDOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

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

SDOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE

DISPOSITION AT SDOAF 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 SDOAF/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:

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 SDOAF/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