RESOLUTION

concerning

RECLASSIFICATION OF POSITION

PURCHASING SERVICES OFFICER 2
to
ASSISTANT DIRECTOR OF INSTITUTIONAL SERVICES/ADMINISTRATOR III

at
WESTERN CONNECTICUT STATE UNIVERSITY

November 3, 1989

RESOLVED, That the position of Purchasing Services Officer 2 be reclassified to Assistant Director of Institutional Services/Administrator III effective November 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated October 6, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President
CONNETCTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 10/6/89
BY: [ ] CSU [ ] CCSU [ ] SCSU [ ] ECSU [ ] WCSU [ ]

POSITION ACTION: ESTABLISH ( ) . RECLASSIFY ( ) OTHER ( )
DATE EFFECTIVE 11/3/89

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

POSITION TITLE: Purchasing Svcs. Officer 2 6698
CURRENT CLASS CODE

POSITION NUMBER 0008 SALARY $35,463. PROPOSED SALARY $37,963.

BARGAINING
FUND Gen. UNIT A & R AFSCME
FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

We are proposing that the University's current classified position, Purchasing Services Officer 2, become an unclassified position within the SUOAF-AFSCME bargaining unit. The incumbent, Bob Walther, will become Assistant Director of Institutional Services/Admin. 3 effective 10/6/89.

JUSTIFICATION:

Currently, the Purchasing Services Officer 2 is responsible for purchasing at the University. As Asst. Director of Institutional Services, the incumbent's duties will increase to include not only purchasing but also supervision of the shipping and receiving department, and supervision of the mail services department.

The scope of these duties and responsibilities, we feel, merit the reclassification of this position to Admin. 3/Asst. Director of Institutional Services.

$ 2,500.
COST OR SAVINGS

SIGNED (UNIVERSITY) 9/12/89

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

MISCELLANEOUS COMMENTS:
7/88
Position Title: Assistant Director of Institutional Services

Administrative Rank: 3

Incumbent:

Under the supervision of the Director of Institutional Services, the Assistant Director is responsible for all commodity and services acquisitions from initial purchase request through the receiving and authorizing payment including the following:

1. Oversees University purchasing operations including administration of the CHRO compliance program.

2. Directs the small business set-aside program for registered small and minority vendors.

3. Executes commodity and service acquisitions including service contracts, lease/purchase transactions, and public works projects.

4. Selects sources, solicits, and reviews competitive bids for university purchases.

5. Approves purchase orders, fiscal commitments, and payment documents.

6. Supervises the Shipping/Receiving and University Stores facility including maintenance of stocking levels for materials in inventory and implementations of the University's equipment replacement system.

7. Administers the competitive bidding and recordkeeping portions of public works (capital construction) projects.

8. Recommends university purchasing policy and advises the administration on purchasing and related matters.

9. Supervises the Mail Service Department.

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

11. Oversees the University Recycling Program.

QUALIFICATIONS

Four years administrative experience equipping the incumbent to assist in Fiscal Affairs Operations. Bachelors Degree preferred.

The qualifications may be waived for individuals with appropriate alternate experience.
SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title: Assistant Director of Institutional Services/Admin. 3

Campus: Western Connecticut State University

Date: 9/12/89

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: Frank Muska

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE: 9/12/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: [Signature]

DATE OF SUOAF CAMPUS REVIEW: 9/10/89

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: [Signature]

DATE

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

Comments or Recommendations:

DATE

VICE PRESIDENT FOR PERSONNEL: [Signature] DATE 10/18/89

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