RESOLUTION
concerning
RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF CAREER DEVELOPMENT CENTER/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF CAREER DEVELOPMENT CENTER/ADMINISTRATOR IV

at
WESTERN CONNECTICUT STATE UNIVERSITY

November 3, 1989

RESOLVED, That the position of Assistant Director of Career Development Center/Administrator III be reclassified to Associate Director of Career Development Center/Administrator IV effective November 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated October 13, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President
CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 11/3/89
BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [ ] WCSU [x]

POSITION ACTION: ESTABLISH () RECLASSIFY [x] OTHER ()
DATE EFFECTIVE 11/3/89

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

POSITION
TITLE: Admin. 3/Assistant Director of Career Development Center
CURRENT CLASS CODE 7918

PROPOSED CLASS CODE

POSITION CURRENT NUMBER 0938 CURRENT SALARY $36,692.
PROPOSED SALARY $39,172.

BARGAINING UNIT AFSCME

EXPLAIN THE NATURE OF THE PROPOSAL:
We are requesting the reclassification of the incumbent, Tony Ciarleglio from Assistant Director of the Career Development Center/Admin. 3 to Associate Director of the Career Development Center/Admin. 4, effective 11/3/89.

JUSTIFICATION: We are requesting that the position Admin. 3/Assistant Director of the Career Development Center be Reclassified to Admin. 4/Associate Director of the Career Development Center, due to increased duties of the incumbent. Responsibilities will include strategic planning for the center, development and evaluation of CDC programs, public relations both on and off campus, enhancement of faculty involvement in CDC activities, and supervision of employer development. The Associate Director will also act as spokesperson for the center in the absence of the Director.

The scope of these duties and responsibilities, we feel, merit the reclassification of this position to Admin. 4/Associate Director of the Career Development Center.

COST OR SAVINGS $2,480.

SIGN OFF

MISCELLANEOUS COMMENTS:
7/88
To: John Jakabauski  
   Director, Personnel  

From: Maureen Casey Gernert  
   Director, Career Development Center  

Date: October 16, 1989  

Re: Upgrade for Anthony Ciarleglio  

Additional Justification for Upgrade to Administrator IV Associate Director of the Career Development Center, from Administrator III Assistant Director, Career Development Center.  

When we sacrificed the position of Assistant Director of Career Development Center/Administrator III (which was established through Board of Higher Education supplemental funding for Co-operative Education), it was with the understanding that the current Assistant Director of Career Development Center for Cooperative Education, Anthony Ciarleglio, would be upgraded to Associate Director, Career Development Center, Administrator IV.  Mr. Ciarleglio's responsibilities have already increased with the tremendous demand for the Co-op Program and other CDC activities. With no new positions anticipated in the foreseeable future, Mr. Ciarleglio will continually be called on to meet the spiraling needs of our students seeking rewarding, productive careers. He has already exceeded his role as Assistant Director in meeting student demands for services. Mr. Ciarleglio's upgrade to Associate Director would more accurately depict the work he is actually doing and would continue to do without additional positions.  

Please call me at ext.4055 if you should need additional information.
SUOA/AFSCME POSITION ACTION REQUEST FORM AND PROCEDURES

Position Title: Associate Director of the Career Development Center/Admin. IV

Campus: Western Connecticut State University

Date: 10/13/89

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: John J. Jakabauski

DATE PRESENTED TO CAMPUS SUOA REPRESENTATIVE: Resubmitted 10/13/89

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: Ronnie Burick

DATE OF SUOA CAMPUS REVIEW: 10/16/89

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 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: Richard M. Nettel

DATE OF SUOA LOCAL REVIEW: 10/22/89

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: Resubmitted 10/12/89

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

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL: DATE 11/1/89

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 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
ASSOCIATE DIRECTOR OF CAREER DEVELOPMENT CENTER
ADMINISTRATOR IV

SUPERVISOR: Director of the Career Development Center

INCUMBENT NAME:

POSITION SUMMARY:

Under the direction of the Director of the Career Development Center, the Associate Director participates in the planning and the effective administration of the Career Development Center including university-wide cooperative education and career planning programs. The Associate Director will assist in strategic planning and management of the Career Development Center.

POSITION RESPONSIBILITIES:

Assist in the development and evaluation of CDC programs, particularly cooperative education and career planning.

Supervise and maintain continuous employer contact for the purpose of developing off-campus co-op internships and other CDC programs as appropriate.

Monitor co-op field placements so that students and employers achieve their respective co-op objectives.

Assist the Director in the refinement, teaching and evaluation of the co-op seminar required for all students in the co-op program.

Assist the Director in activities to promote on-going faculty involvement in cooperative education and career planning.

Develop and conduct career planning programs and cooperative education preparation workshops.

Coordinate an on-going public relations effort to promote the Career Development Center on and off campus.

Assist the Director with on-going data collection and record keeping of Career Development Center services/activities.

Develop and refine the advisement process which will help students better understand and utilize the services of the Career Development Center.

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

EDUCATION AND EXPERIENCE:

Four to five years experience in career planning, placement and cooperative education. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.