RESOLUTION

concerning

RECLASSIFICATION OF POSITION

POLICE OFFICER
to
ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR/ADMINISTRATOR IV

at
SOUTHERN CONNECTICUT STATE UNIVERSITY

November 3, 1989

RESOLVED, That the position of Police Officer be reclassified to Environmental Health and Safety Coordinator/Administrator IV effective November 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated September 14, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

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

<table>
<thead>
<tr>
<th>POSITION ACTION:</th>
<th>ESTABLISH ( )</th>
<th>RECLASSIFY (X)</th>
<th>OTHER ( )</th>
<th>DATE EFFECTIVE</th>
<th>10-9-89</th>
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<td>NATURE OF THE POSITION:</td>
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<td>FULL-TIME (X)</td>
<td>TEMPORARY ( )</td>
<td>PART-TIME ( )</td>
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<td>POSITION TITLE:</td>
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<td>Environmental Health and Safety Coordinator, Admin. IV (7919)</td>
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EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify a police officer position (recently vacated) to an Environmental Health and Safety Officer

JUSTIFICATION:

Due to the growth in the number and complexity of laws and regulations concerning occupational health and safety and the handling of hazardous materials it is necessary to ensure that the University meets its obligation to provide a safe working environment for its employees and students. The environmental Health and Safety Officer will develop and revise policies for the overall safety of the University community and will manage/coordinate all activities related to radiation safety and the handling of chemical and biological materials and wastes. Further this Officer will provide technical assistance and training to users of hazardous materials and will inspect and monitor Facilities and equipment for compliance with health and safety standards.

COST OR SAVINGS

SIGNED (UNIVERSITY) DATE

MICROFILM COMMENTS:

7/88
ENVIROMENTAL HEALTH AND SAFETY OFFICER
ADMINISTRATOR IV

SUPERVISOR: Director of Public Safety

POSITION SUMMARY:

Under the general supervision of the Director of Public Safety will develop policies for the overall safety of employees and working conditions; coordinate/manage all activities related to radiation safety, chemical and biological waste, and provide technical support and consultation services to the campus community.

POSITION RESPONSIBILITIES:

Directs and administers the preparation and maintenance of all mandated environmental regulatory licenses, records and permits on behalf of the University;

Develops, implements and administers technical training programs for University personnel in hazardous material, safety to ensure compliance with cognizant regulations and train hazardous material incident responders;

Supervises and administers procurement, reception, distribution and storage of regulated hazardous materials arriving or departing the University.

Inspects University work facilities and equipment, consults with department chairpersons, faculty and supervisors to determine if planned experiments and research activities or any other University sanctioned work involving the use of hazardous materials meet safety standards; determines if equipment and work facilities conform to health and safety standards, consults with physical plant, engineering and construction personnel on renovations or new proposed projects;

Conducts applied research to develop standards for hazardous materials exposure limits for personnel, safe working methods, decontamination procedures and hazardous waste disposal;

Serves as a technical expert on behalf of the University in interactions with local, state and federal regulatory agencies in areas of Occupational Health and Safety;

Develop, implement and administer a University wide fire, safety program and ongoing systems testing, including maintenance contracts;

Develop and articulate procedures for a University emergency operations plan;

Serves as an expert technical staff resource to the University's safety committee;

Develops and maintains program budget for administration and management of subgroup health and safety programs;
Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

MINIMUM REQUIREMENTS:

Master's Degree in industrial hygiene, safety, health physics or related field; 5 years relative experience in health and safety with 2 years directing a comprehensive health and safety program; experience in an academic setting and national certification in industrial health physics; demonstrated high level skills in communication of scientific information; ability to communicate effectively with both technical and non-technical personnel. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY
IMMEDIATE SUPERVISOR
EXECUTIVE DEAN

[Signatures]
Southern Connecticut State University

Executive Dean

Administrative Assistant

Secretary 1

Associate to the Executive Dean

Associate Dean for University Services, Adm. VII

Director of Public Safety

Dean of Students Affairs

Dir. of Personnel & Minority Affairs

Assistant Director of Personnel (E)

Personnel Assistant (A)

Senior Clerks (2)

Environmental Health & Safety Coordinator, Adm. IV.

Senior Clerk

Police Lieutenant (2)

Police Sergeant (3)

Police Officer (15)

Bldg. & Ground Pat. Officer (3)

Telecommunication Oper. (1)

Proposed revision 9-14-89
LEVEL 1. Day 0
Campus DPA creates and presents package to chapter level SUDAF/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 SUDAF REPRESENTATIVE

SUDAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY:

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

SUDAF/AFSCME LOCAL PRESIDENT OR DESIGNEE

DISPOSITION AT SUDAF LOCAL LEVEL:
( ) approve 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 SUDAF/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:

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 SUDAF/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