RESOLUTION

concerning

RECLASSIFICATION OF POSITION

SECRETARY 2

to

ASSISTANT DIRECTOR OF ADVISING INFORMATION SERVICES/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Secretary 2 be reclassified to Assistant Director of Advising Information Services/Administrator III effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

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

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify a secretarial position.

JUSTIFICATION:

The creation of the Student Development Center will result in realignment and alteration of a number of existing positions. The most pressing need in Advising Support is for the direct delivery of services. The incumbent is master's degree prepared and has served as Acting Associate Director in this unit. Reclassification to the Assistant Director level will allow us the basic support needed to deliver services to students.

$7,476  
COST OR (SAVINGS)  

SIGNED (UNIVERSITY)  7/3/90  
DATE

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

MISCELLANEOUS COMMENTS:  
7/88  
We are obligated contractually to negotiate the impact of restructured position responsibilities. The cost reflects the negotiated impact of the new job description.
POSITION TITLE: Assistant Director, Advising Information and Support Services

ADMINISTRATIVE RANK: Administrator III

DEPARTMENT: Advising Information Services

SUPERVISOR'S TITLE: Director, Advising Information and Support Services

POSITION SUMMARY:
Assists with the operation of the Advising Information and Support Services Office, provides precursory and integrated educational and career information to the student populations served by the Office, administers and interprets a variety of assessment instruments, leads workshops.

POSITION RESPONSIBILITIES:

Responds to student career concerns and provides information on their relationship to educational programs.

Provides preliminary information related to educational programs, assists students in establishing an integrated educational/career plan.

Makes referrals to appropriate academic department and other advising resources.

Administers and reviews assessment instruments with students as appropriate.

Designs and conducts workshops on a range of topics including values clarification, decision making, career development, etc.

Conducts outreach activities to student groups and faculty as assigned in order to provide integrated information on academic and career choices.

May assume responsibility for a particular student population such as part-time students, transfer students, etc., or special program areas such as the Second Transcript, publications, etc. as assigned.

May be assigned other responsibilities related to the above which do not alter the basic level of responsibility of the position.
QUALIFICATIONS:

Bachelor's degree and two years of experience with career and educational planning in a college setting required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.
SUOA/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title

Campus CENTRAL

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 DONNA M. MAJER

DATE PRESENTED TO CAMPUS SUOA REPRESENTATIVE 3/7/90

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUOA 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 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

DISPOSITION AT SUOA LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary

Comments or Recommendations:

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

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

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL DATE 4/20/90

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 OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL