RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF PERSONNEL
to
DIRECTOR OF PERSONNEL

at

EASTERN CONNECTICUT STATE UNIVERSITY

October 5, 1990

RESOLVED, That the position of Assistant Director of Personnel be reclassified to Director of Personnel, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated September 13, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President
**ADDENDUM TO BR#90-161**

**CSU - 2**

**CONNECTICUT STATE UNIVERSITY**

**POSITION ACTION REQUEST FORM**

**SUBMITTED**

**BY:** CSU [ ]

CCSU [ ] SCSU [ ]

ECSU [X] WCSU [ ]

<table>
<thead>
<tr>
<th>POSITION ACTION:</th>
<th>ESTABLISH ( )</th>
<th>RECLASSIFY (XX)</th>
<th>OTHER ( )</th>
<th>DATE</th>
<th>EFFECTIVE 9/7/90</th>
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<td>DATE</td>
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**NATURE OF THE POSITION:**

PERMANENT [XX]  FULL-TIME [XX]  TEMPORARY [ ]  PART-TIME [ ]

**POSITION:** Assistant Director

**TITLE:** of Personnel Unclass. Conf.  Director or Personnel Unclass. Conf.

<table>
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<tr>
<th>CURRENT POSITION</th>
<th>CURRENT CLASS CODE 1815.47</th>
<th>PROPOSED CLASS CODE 1915.71</th>
<th>BARGAINING FUND Gen</th>
<th>UNIT Unclass. Conf.</th>
<th>FROM</th>
<th>TO</th>
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<td>NUMBER 0054 SALARY $ (47,383) SALARY $ (50,000) FUND Gen</td>
<td>UNIT Unclass. Conf.</td>
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**EXPLAIN THE NATURE OF THE PROPOSAL:**

To upgrade the position, Assistant Director of Personnel to Director of Personnel at Eastern Connecticut State University.

**JUSTIFICATION:**

Eastern currently is the only campus in the system without a Director of Personnel. The current incumbent of this position was hired in the Assistant Director spot and has assumed all personnel administration functions over the past year. This reclassification will put Eastern's Personnel Office on a par with others in the system's organization. The proposed increase is 5.5%.

$ 2,617.00  
**COST OR SAVINGS**

**SIGNED (UNIVERSITY) DATE**

9/13/90

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

NA

**MISCELLANEOUS COMMENTS:**

7/88
PROPOSED

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF PERSONNEL

INCUMBENT: ANNE ALLING

Under the general supervision of the Executive Dean, the Director is responsible for the following:

1. Administers all Personnel functions and responsibilities. In the absence of the Dean, is available to assist in performing appropriate functions as directed.

2. Provides supervision of office support staff.

3. Develops and implements recruitment programs for support staff and assists in the monitoring of compliance with Affirmative Action programs and goals.

4. Performs major functions in the recruitment and hiring of support staff.

5. Serves as office liaison with the Payroll Office.

6. Serves as office coordinator for the Employee Suggestion Program.

7. Supervises entry and accuracy on the Personnel/Payroll Database and maintains University personnel records.


10. Counsels employees on benefits, retirement and career planning.

11. Assists in the development and implementation of personnel policies, procedures and goals.

12. Serves as office liaison with State Personnel Division on all related matters.

13. Assumes responsibility for affirmative action efforts and adherence to
procedures in the recruitment, hiring, and promotion of staff.

14. Plays a key role in supervisory and employee training and educational programs (e.g. drugs, alcohol, stress reduction, health & safety).

15. Performs other duties as assigned.

QUALIFICATIONS

Bachelor's Degree and three years professional experience in personnel administration involving recruitment, contract administration, employee discipline, benefits administration, and database management. Master's preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

8/1/89
POSITION TITLE: ASSISTANT DIRECTOR OF PERSONNEL

INCUMBENT: ANNE ALLING

Under the general supervision of the Executive Dean, the Assistant Director is responsible for the following:

1. Assists in the administration of Personnel functions and responsibilities. In the absence of the Dean, serves as head of the office.

2. Provides supervision of office support staff.

3. Develops and implements recruitment programs for support staff and assists in the monitoring of compliance with Affirmative Action programs and goals.

4. Performs major functions in the recruitment and hiring of support staff.

5. Serves as office liaison with the Payroll Office.

6. Serves as office coordinator for the Employee Suggestion Program.

7. Supervises entry and accuracy on the Personnel/Payroll Database and maintains University personnel records.


10. Counsels employees on benefits, retirement and career planning.

11. Assists in the development and implementation of personnel policies, procedures and goals.

12. Serves as office liaison with State Personnel Division on all related matters.

13. Assumes responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff.

14. Performs other duties as assigned.
QUALIFICATIONS

Bachelor's Degree and three years professional experience in personnel administration involving recruitment, contract administration, employee discipline, benefits administration, and database management. Master's preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

8/1/89
Eastern Connecticut State University
Executive Dean

(See Page 1)

Executive Dean

- Administrative Assistant (G)

Dir of Affir Action* and Assoc to Exec Dean (G)

- Clerk Typist--part-time (G)

Director of Personnel (G)

- Assistant in Per/Aff Action (G)
- Senior Clerk (G)

*Reports to President for Affirmative Action
Eastern Connecticut State University
Executive Dean

(See Page 1)

Executive Dean

Administrative Assistant (G)

Dir of Affir Action* and Assoc to Exec Dean (G)

Clerk Typist--part-time (G)

Assistant Director of Personnel (G)

Assistant in Per/Aff Action (G)

Senior Clerk (G)

*Reports to President for Affirmative Action

Spring 1990