RESOLUTION

concerning

RECLASSIFICATION OF POSITION

LABORATORY ASSISTANT 2 (CLASSIFIED)

to

ASSISTANT TO SCIENCE DEPARTMENTS/SCIENCE LABS ADMINISTRATOR II (UNCLASSIFIED)

at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 6, 1987

RESOLVED, That the present position, Laboratory Assistant 2 (classified) be reclassified to Assistant to Science Departments/Science Labs/Administrator II, at Eastern Connecticut State University (unclassified), effective February 13, 1987, in accordance with all provisions and expectations as set forth in the proposal dated December 19, 1987, attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
Addendum to BR# 87-31

CSU-200 EASTERN CONNECTICUT STATE UNIVERSITY DATE 12/10/86

POSITION ACTION REQUEST

POSITION
ACTION: ESTABLISH ( ) RECLASSIFY (X) EFF. 2/13/87 TEMPO ) PT( )
ABOLISH ( ) OTHER ( )

POSITION
TITLE: Laboratory Assistant 2 4968 Asst. to Sci. Depts./Sci. Labs 7917
CURRENT CLASS CODE PROPOSED Ad. 2 CLASS CODE

POSITION NUMBER 1124 CURRENT (16,167) PROPOSED (19,500) BARG FUND
SALARY 619.43 SALARY 747.13 UNIT NPH SDUAF
FUND Gen. From To.

RESOLUTION

RESOLVED, That the present position, Laboratory Assistant 2, be changed to
Assistant to Science Departments/Science Labs, Ad. 2 effective

A Certified True Copy
Dallas K. Beal, President Date

PER Committee 1/28/87
Date

BOARD OF TRUSTEES 2/6/87
Date

JUSTIFICATION: The purpose of the above reclassification is to expand the duties
of the Laboratory Assistant 2 for the various Science Departments
to include responsibilities in inventory control, the ordering of
materials, laboratory scheduling, and monitoring of fiscal controls
relating to the OE and Equipment Budgets of the various Science
Departments. Salary increase includes projected annual increment
which would normally be paid in January.

$3,333.00
Approx. Cost
SOOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Assistant to the Science Departments/Science Labs/Ad. 2

Campus: Eastern Connecticut State University  Date: 12/10/86

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SOOAF/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 Michael Pernal

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/10/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY BJ foam

DATE OF SUOAF CAMPUS REVIEW 12/19/86

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 Beat. Tipton

DATE OF SUOAF CAMPUS REVIEW 12/19/86

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

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 1/15/87

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

DATE

VICE PRESIDENT FOR PERSONNEL

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

OVER FOR APPLICABLE POSITION DESCRIPTION
POSITION TITLE: ASSISTANT TO SCIENCE DEPARTMENTS/SCIENCE LABS

ADMINISTRATIVE RANK: II

Under the supervision of the Chairs of the Science Departments, will assist in the management of the University academic sciences laboratories in Biology, Physical Sciences, and Earth Sciences. Primary responsibility for supervision to be worked out with the Chairs by the Dean of Personnel Administration.

1. Responsible for preparation of materials and equipment necessary to carry out and maintain all laboratory related assignments in the appropriate departments.

2. Prepares and monitors all contract awards and purchase requisitions for appropriate departments including liaison with representatives of various vendors.

3. Maintains all fiscal controls relating to the OE and Equipment budgets of the departments and personnel budgets for student workers.

4. Provides data used to construct budgets for the Science Departments and assists in budget preparation.

5. Makes minor repairs to equipment when necessary and provides liaison with the physical plant department, business office, and vendors when more complex problems or breakdowns occur.

6. Catalogs various laboratory specimens for departmental use.

7. Assists in the hiring, supervision, and evaluation of student workers or other laboratory employees who set up science laboratories for classes, demonstrations, etc.

8. Prepares and monitors lab scheduling for the Science Departments as directed.

9. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Ability to relate to students, faculty, and staff. A Bachelor’s Degree is required.

The above qualifications may be waived for persons with appropriate alternate experience.