RESOLUTION
concerning
RECLASSIFICATION OF POSITION
DIRECTOR OF GRAPHIC SERVICES/ADMINISTRATOR V

to
ASSISTANT DIRECTOR OF GRAPHICS/ADMINISTRATOR III

at
SOUTHERN CONNECTICUT STATE UNIVERSITY

JULY 24, 1987

RESOLVED, That the position, Director of Graphic Services/Administrator V, at Southern Connecticut State University be reclassified to Assistant Director of Graphics/Administrator III, effective September 7, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]
Dallas K. Beal
President
RESOLUTION

RESOLVED, That the position Director of Graphic Services, Administrator V, at Southern Connecticut State University be reclassified to Assistant Director of Graphics, Administrator III, effective September 7, 1987.

A Certified True Copy

Dallas K. Beal, President, CSU

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

This reclassification is part of a grievance settlement and will result in no change in salary.
Southern Connecticut State University
Assistant Director of Graphics/Administrator III

SUPERVISOR: Director of Public Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Provides graphics services related to the design and preparation of university information publications and instructional materials—e.g., booklets, brochures, posters, signs, maps, and advertisements.

POSITION RESPONSIBILITIES:

1. Provides graphic arts services under the direction of the Director of Public Affairs and serves as a staff artist in developing and completing design projects.

2. Performs art work and mechanical preparation for University publications and instructional materials in accordance with guidelines and directives provided by the project coordinator.

3. Completes and verifies all graphics work in a timely and professional manner.

4. Operates and maintains appropriate equipment needed for the efficient operation of the Graphic Services Office.

5. Provides art work in developing appropriate educational materials directly assigned by a Public Affairs project coordinator.

6. Provides appropriate darkroom operations for the production of graphic and photographic materials.

7. Maintains graphics supplies inventories.

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

EDUCATION AND EXPERIENCE:

Two to three years of administrative experience, college teaching, or a combination of both including administrative and technical background in one or more aspects of media. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.
SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title: Assistant Director of Graphics/Administration III

Campus: S.C.S.U. Date

LEVEL 1, DAY 0: Campus DPA creates and presents package to Chapter level SUOAF/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 SUOAF REPRESENTATIVE 7/10/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUOAF 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 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 in t 3

LEVEL 3, Not to exceed 10 working days after receipt: Local DPA brings paperwork to statewide DPA's meeting or 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

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

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION
Assistant Director of Graphics/Administrator III

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION: