RESOLUTION

concerning

RECLASSIFICATION OF POSITION

UNIT SUPERVISOR (CLASSIFIED)
to

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/
ADMINISTRATOR II (UNCLASSIFIED)

at

EASTERN CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That the classified position, Unit Supervisor at Eastern Connecticut State University, be reclassified to Assistant to the Director of Admissions and Records/Administrator II (unclassified), effective June 5, 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:

President

Dallas K. Beal
Addendum BR#87-137

CSU-200 EASTERN CONNECTICUT STATE UNIVERSITY DATE 8/10/87

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (XX) ABOLISH ( ) OTHER ( )

DATE PERM(XX) FT(XX) EFF. 6/5/87 TEMP( ) PT( )

POSITION TITLE: Unit Supervisor (Classified) Assistant to Dir. of Adm. & Rec./Ad. 2 7917

CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER 0009 CURRENT 841.12 PROPOSED 919.55 BARG UNIT NP-3 SUOAF

SALARY (21,953.00) SALARY (24,000.00) FUND Gen.

RESOLUTION BR#

RESOLVED, That the present Unit Supervisor position be reclassified to Assistant to the Director of Admissions & Records (Administrator 2) to include the assumption of course file, graduate audit and student information responsibilities.

A Certified True Copy

Dallas K. Beal, President

PERCommittee 8/26/87 Date

BOARD OF TRUSTEES 9/4/87 Date

JUSTIFICATION: This reclassification is intended as part of an overall reorganization of the Office of Admissions & Records involving the transfer of course file and classroom scheduling responsibilities. This particular position will assume duties previously performed by other administrators who will now assume the above tasks. A 9.3% salary increase is proposed for the incumbent.

RECEIVED

Aug 13 1987

THE CONNECTICUT STATE UNIVERSITY

$2,047.00

Approx. Cost

8/10/87

Michael [Signature]

Signed (University) Date
POSITION TITLE: ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS

ADMINISTRATIVE RANK: 2

INCUMBENT: JOAN SERWANSKI

Under the supervision of the Associate Director of Admissions and Records, the Assistant to the Director performs the following functions:

1. Evaluates transcripts of transfer students from other post-secondary institutions as required.
2. Conducts graduation audits and assists in preparing recommended graduation lists.
3. Assists with maintenance of the University course file as developed by the Office of Academic Affairs.
4. Assists with registration, add-drop, and orientation for incoming undergraduate students.
5. Assists in providing statistical reports as required.
6. Interfaces with the Data Center in regard to information transmitted to and from that office.
7. Assists with the admissions and recruitment program for all incoming undergraduate students.
8. Coordinates the computerized student information system that serves as the data base of the University.
9. Coordinates operation of the on-line registration system.
10. Supervises clerical staff and provides training on computer applications, student information systems, and new policies and procedures.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelor's degree required. Master's Degree preferred. One to two years experience in higher education.

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

For the University 4/3/87
For the Union 5/11/87

 MEP/emb 4/3/87
Position Title: Assistant to the Director of Admissions & Records

Campus: Eastern Connecticut State University

Date: 8/10/87

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: Michael E. Fertel, Dean of Personnel Administration

DATE PRESENTED TO CAMPUS SUOA REPRESENTATIVE

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUOA CAMPUS REVIEW

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 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

DATE: 8/10/87

DISPOSITION AT SUOA 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 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: 8/15/87

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

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION