



**Connecticut  
State  
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#92-39

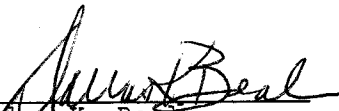
P.O. Box 2008, New Britain, Connecticut 06050  
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RESOLUTION  
concerning  
RECLASSIFICATION OF POSITION  
FACILITIES PLANNER  
to  
DIRECTOR OF FACILITIES PLANNING & TECHNICAL SERVICES  
at  
CONNECTICUT STATE UNIVERSITY

April 3, 1992

RESOLVED, That the position of Facilities Planner at the Executive Offices of Connecticut State University be reclassified to Director of Facilities Planning and Technical Services effective April 3, 1992, in accordance with the proposal dated March 25, 1992, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>3/25/92</u>
BY: CSU	<input checked="" type="checkbox"/>
CCSU	<input type="checkbox"/>
SCSU	<input type="checkbox"/>
ECSU	<input type="checkbox"/>
WCSU	<input type="checkbox"/>

POSITION ACTION:	ESTABLISH <input type="checkbox"/>	RECLASSIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>	DATE EFFECTIVE	<u>April 3, 1992</u>
NATURE OF THE POSITION: PERMANENT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PART-TIME <input type="checkbox"/>					
POSITION TITLE:	<u>Facilities Planner</u>	CLASS CODE	<u>Director of Facilities Planning and Technical Services</u>	PROPOSED CLASS CODE	
POSITION NUMBER	<u>0062</u>	CURRENT SALARY \$	<u>48,626</u>	PROPOSED SALARY \$	<u>53,600</u>
FUND	<u>0000</u>	BARGAINING UNIT	<u>Exempt</u>	FROM	<u>Exempt</u>
				TO	

### EXPLAIN THE NATURE OF THE PROPOSAL:

With the retirement of Charles Slocum, our Architect, we will be assigning some of his duties to the existing Facilities Planner position on an interim basis.

### JUSTIFICATION:

During this period we will reemploy Mr. Slocum for short periods in a consulting capacity. By September, we will be able to effectively evaluate the combined position and its effectiveness.

\$ 4,974 (annualized)

COST OR SAVINGS

David C. Newton 3/27/92  
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

## Director of Facilities Planning and Technical Services

Department: Finance and Management

Code: 1442

P.C. # 0037

### **SUPERVISOR: Vice President for Finance and Management**

#### Position Responsibilities:

Assist in the development of the systemwide Capital Budget Request & Five-Year Facilities Plan consistent with the Board's Capital Investment Priorities.

Review individual capital projects to insure feasibility, consistency with prior approvals and program scope of work, and/or compliance with approved Master Plan.

Maintain Facilities Inventory including working with DHE to simplify and modernize the process and product. Manage the conversion from a manual measurement and update procedure to a facilities management procedure using architectural software.

Provide direction to the campuses in the preparation of detailed programs for all capital projects.

Coordinate the master planning process at each of the universities. Develop and coordinate a process for updating each Master Plan as required.

Manage the CAD system, develop specifications and recommendations for hardware and software and ensure compatibility among campus systems.

Prepare, develop and administer all contracts and project specifications for technical professionals hired by the CSU executive offices.

Review construction drawings, specifications and technical reports completed by design consultants.

Maintain liaison with campus Project Coordinators, Physical Plant Directors, Department of Public Works and other State Agencies on matters relating to capital projects.

Represent the CSU System at meetings with Architects and Public Works and in the DPW Architect selection process.

Review leasing and property acquisition requests submitted by the campuses

to ensure compatibility and feasibility of such requests with the campuses' master plan.

Coordinate the Environmental Impact Assessment procedure for CSU projects.

Perform other duties as such relate to the position.

**EDUCATION AND EXPERIENCE**

Degree in Engineering, Architecture or other appropriate discipline with at least 5 years experience. Licensing as an architect or professional engineer desirable. Experience in project management supervising design and construction of projects as well as experience in long range facilities planning is required. The candidate should also possess strong interpersonal skills, strong computer application experience, and excellent written and oral communication skills.

4/3/92