

# THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

## AUTHORIZING RESOLUTION

concerning

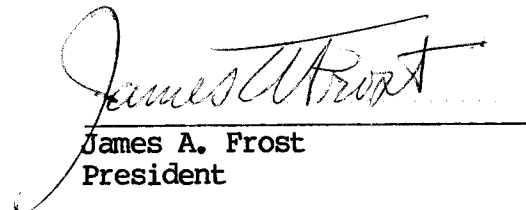
## CONVERSION OF POSITION

ADMINISTRATIVE SERVICES OFFICER 2 (Classified Management)  
to  
ASSOCIATE DIRECTOR OF FISCAL AFFAIRS/ADMINISTRATOR IV (General Fund)  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

January 6, 1984

RESOLVED, That the position, Administrative Services Officer 2 (Classified Management) be converted to an Associate Director of Fiscal Affairs/Administrator IV at Southern Connecticut State University effective January 6, 1984, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
President

Central Connecticut State University • New Britain  
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven  
Western Connecticut State University • Danbury

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State University

*Frank Lombari*  
President

Concerning: \_\_\_\_\_ New Position,  X  Existing Position (Vacant/Filled)

Proposal: That the Administrative Services Officer 2, Classified Management, position be converted to an Associate Director of Fiscal Affairs, Administrator, IV position. That the new position description be adopted.

Proposed Position:

Title/Rank Associate Director of Fiscal Affairs, Administrator IV

12 month

Full-time, Perm.  
10 or 12 mo.  
Full-Part-Time  
Temp. - Perm.

\$34,119.  
Salary Level

Gen.  
Fund (Gen.,  
Ed. Ext., Aux.)

AFSCME  
Bargaining Unit

3. Summary of Function (attach required job description)

The existing and revised job descriptions are attached.

4. Rationale for Altering or Establishing Position

The acceptance of this proposal would provide for the adoption of a local Administrative Faculty position description which more accurately portrays the existing duties and responsibilities of the incumbent. Note also that state personnel encourages the absorption of such positions into other agency units which, thereby, reduces the number of different employee groups to administer. Note further that this proposed change, which would increase the AFSCME unit by one position, would correspondingly permit the conversion of an AFSCME position (i.e., the Associate Dean, Social Work, Administrator VII position) to an excluded management position (i.e., the Associate to the Dean, Personnel Administration, Administrator V position) without any overall reduction in the number of positions in Southern's AFSCME bargaining unit. Finally, no additional costs are involved in this proposal.

Central Office Use

Consultation with Bargaining Unit  
Completed \_\_\_\_\_

Approved:

- 1. For Submission to PERC \_\_\_\_\_
- 2. By Committee/Board \_\_\_\_\_

Comments:

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Associate Director of Fiscal Affairs

Administrative Rank: Administrator IV

Department: Administrative Affairs

RECEIVED

DEC 15 1983

THE CONNECTICUT  
STATE UNIVERSITY.

POSITION SUMMARY:

The Associate Director of Fiscal Affairs has primary responsibility for assisting the Director of Fiscal Affairs with maintaining internal control over all fiscal activity affecting the financial resources of the University.

POSITION RESPONSIBILITIES:

Directs the accounting functions involved in maintaining the fiscal records of federal, state, and local grants.

Directs the accounting functions involved in the receipt and disbursement of petty cash, financial aid, student deferments, fee refunds, student activity and university welfare funds.

Directs the accounting functions involved in maintaining and controlling the receipt and disbursement of all appropriations, encumbrances and expenditures affecting the financial resources of the University.

Directs the clerical activities involved in the billing and subsequent cash receipt of full and part-time tuition and fees, room and board, independent activities and related credit and collection activities.

Prepares monthly, semi-monthly, and annual financial reports reflecting all activity affecting the financial resources of the University.

Performs other duties and responsibilities related to those enumerated above.

ADMINISTRATIVE FACULTY

*William J. ...*

IMMEDIATE SUPERVISOR

*Thomas ...*

DEAN OF PERSONNEL ADMINISTRATION

*Roger J. Bergh*

ADMINISTRATIVE SERVICES OFFICER 2

CLASSIFIED  
CLASS CODE: 0082

MP 15

**FINAL**

Effective Date  
June 10, 1983

SUMMARY OF CLASS:

This class is accountable for planning, organizing, and directing a variety of complex technical fiscal and administrative activities in a state agency or institution.

GUIDELINES FOR CLASS USE:

This is an administrative level class and is used in the following capacities:

1. Acts as business manager, having responsibility for directing all centralized business services activities including all financial management activities (i.e., accounting, financial reporting, budget preparation and control) and a range of other technical business services activities\* in an agency or institution of 100 - 200 employees and appropriate size budget and fiscal complexity.
2. Acts as the assistant business manager, assisting the business manager in directing and supervising all centralized business services activities including all financial management activities (i.e., accounting, financial reporting, budget preparation and control) and a range of other technical business services functions\* in an agency or institution of 200 - 500 employees and appropriate size budget and fiscal complexity.
3. Directs a unit responsible for a range of complex business services functions\*, including a major emphasis on financial management (e.g. accounting, budget management) and including the supervision of a moderate to large size staff of professional and lower level employees in an agency or institution of more than 500 employees and appropriate size budget and fiscal complexity.

SUPERVISION RECEIVED:

Works under the general direction of an administrative official of higher grade or an agency head who reviews work for effectiveness and conformance to policy.

SUPERVISION EXERCISED:

Supervises a moderate to large size staff including supervisory and professional level employees.

EXAMPLES OF DUTIES:

Plans, organizes and directs a variety of fiscal and administrative functions; recommends and implements fiscal and administrative policies including the interpretation and application of such policies in the making of major fiscal and administrative decisions; directs budgetary and fiscal control programs including the directing of accounting systems and the preparation of financial and statistical reports; directs purchasing activities and coordinates the requisitioning and use of supplies and equipment to insure efficient material control; directs stores and inventory control activities; directs and coordinates personnel and payroll operations; directs the fiscal aspects of large and complex contract administration or grants programs; coordinates fiscal and administrative activities with operating units of an agency or institution; confers with representatives of central state agencies on problems of business services areas; does related work as required.

(2)

**Administrative Services Officer 2**

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of principles and practices of public administration particularly in the areas of fiscal management and organization; considerable knowledge of principles and practices of governmental accounting and budget management; knowledge of other areas of administration including personnel, purchasing, and contract administration; knowledge of principles and practices of management; considerable ability in the preparation and analysis of financial and statistical reports; considerable ability to understand and apply complex statutes, regulations and administrative policies; ability to plan, organize, and direct the work of complex administrative functions and activities; ability to supervise, motivate and evaluate staff effectively; ability to develop and maintain effective work relationships with all those contacted in the work; ability in written and oral expression.

**EXPERIENCE AND TRAINING:**

**General:** Three (3) years of professional level business services experience including fiscal responsibilities (e.g. accounting, budget management) and administrative responsibilities (e.g. personnel, purchasing, contract administration).

**Special:** One (1) year of the General experience must have been in a supervisory capacity over professional level staff.

**NOTE:** Professional level experience will be interpreted as work which requires knowledge of technical principles and practices of business services and requiring independent judgement and analysis in their application. For State employees, the professional level includes Business Services Officer, Accountant 1, Purchasing Services Officer 1, etc.

\*Technical business services functions include areas such as accounting, budget management, grant administration, personnel, purchasing, contract administration.

This replaces the existing specification for the same class in the same salary group MP. 15 approved effective January 29, 1980.