



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

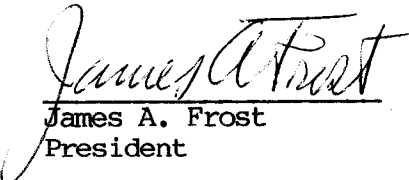
CHANGE IN TITLE AND RESPONSIBILITIES
at
WESTERN CONNECTICUT STATE UNIVERSITY

PERSONNEL/AFFIRMATIVE ACTION COORDINATOR/ADMINISTRATOR VI
to
DIRECTOR OF PERSONNEL ADMINISTRATION/ADMINISTRATOR VI

October 5, 1984

RESOLVED, That the current position title and job responsibilities for the Personnel/Affirmative Action Coordinator/Administrator VI, at Western Connecticut State University, be changed to Director of Personnel Administration/Administrator VI, effective October 5, 1984, in accordance with all provisions and expectations as set forth in the proposal dated September 5, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARY**Title:** Director of Personnel Administration**Fund:** General Fund**Position Type:** Permanent XX Part-time **Effective Date:** October 5, 1984**Cost:** No Cost (change in title and responsibilities)**Campus:** Western Connecticut State University

Proposal: To change the current position title and job responsibilities from Personnel/Affirmative Action Coordinator (Administrator VI) to Director of Personnel Administration (Administrator VI).

Summary: This change will help to combat and equitably distribute the increased workload currently being generated by the new part-time AAUP Contract. More specifically the day-to-day implementation of the University's personnel policy procedures, benefits and employee relation programs (both full and part time members, as well as classified personnel). In addition, the Director of Personnel Administration will support the Dean in the administration of the collective bargaining agreement with respect to the various Senate committees and responsibilities.

Date: September 5, 1984**RECEIVED**

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Current Position

Personnel/Affirmative Action Coordinator

Responsible for the administration of personnel programs for classified employees; develops, monitors and evaluates the Affirmative Action Plan.

Recommended Position

Director of Personnel Administration

The Director of Personnel Administration reports to the Dean of Personnel Administration. This individual will assist the Dean in the day-to-day implementation of the University's personnel policies, procedures, benefits and employee relations programs for all classified and unclassified personnel, including part-time unionized employees. In addition, this individual provides support to the Dean in the administration of University collective bargaining agreements (full-time and part-time) and various Senate responsibilities.

Duties and Responsibilities:

- Direct administrative responsibility for personnel programs impacting all classified employees.
- Participates in collective bargaining negotiations, grievance procedures, and contract administration for all part-time unionized employees.
- Confers with managers and supervisors on classified and part-time unionized employee personnel problems and makes recommendations for solution.
- Counsels all full-time and unionized part-time employees concerning retirement planning and benefits.
- Assists in the compiling of various University reports. Provides the Dean with written and oral reports pertaining to Personnel Administration as requested.
- Performs other assignments pertaining to the orderly and efficient operation of the Office of Personnel Administration that do not alter the basic level of responsibility of the position.

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