



# THE CONNECTICUT STATE UNIVERSITY

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Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

PERSONNEL OFFICER III (Classified Management)  
to  
DIRECTOR OF PERSONNEL ADMINISTRATION/ADMINISTRATOR VI  
(Unclassified Confidential)

at

CENTRAL CONNECTICUT STATE UNIVERSITY

November 2, 1984

RESOLVED, That the classified management position, Personnel Officer III, at Central Connecticut State University be reclassified to an unclassified confidential position, Director of Personnel Administration/Administrator VI, effective November 2, 1984, in accordance with all provisions and expectations as set forth in the proposal dated September 26, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
President

CENTRAL CONNECTICUT STATE UNIVERSITY  
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Director of Personnel Administration

Administrative Rank: Administrator VI

Department: Personnel Administration

Supervisor's Title: Dean of Personnel Administration

POSITION SUMMARY:

Assists the Dean of Personnel Administration in the administration of personnel and labor relations functions and directs Personnel Office.

POSITION RESPONSIBILITIES:

Provides immediate supervision to the staff of the Personnel Office.

Direct administrative responsibility for personnel programs impacting all classified employees.

Participates in collective bargaining negotiations, grievance procedures, and contract administration for all unionized employees as assigned.

Confers with managers and supervisors on classified unionized employee personnel problems and makes recommendations for solutions.

Counsels all 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.

