



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

LABORATORY ASSISTANT 2 (CLASSIFIED)

to

ASSISTANT TO SCIENCE DEPARTMENTS/SCIENCE LABS
ADMINISTRATOR II (UNCLASSIFIED)

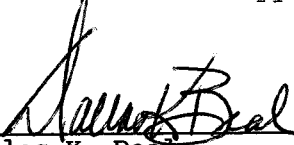
at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 6, 1987

RESOLVED, That the present position, Laboratory Assistant 2 (classified) be reclassified to Assistant to Science Departments/Science Labs/Administrator II, at Eastern Connecticut State University (unclassified), effective February 13, 1987, in accordance with all provisions and expectations as set forth in the proposal dated December 19, 1987, attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 12/10/86

POSITION ACTION REQUEST

POSITION _____ DATE _____ PERM(X) FT(X)
 ACTION: ESTABLISH () RECLASSIFY (X) EFF. 2/13/87 TEMP() PT()
 ABOLISH () OTHER ()

POSITION
 TITLE: Laboratory Assistant 2 4968 Asst. to Sci. Depts./Sci. Labs 7917
 CURRENT CLASS CODE PROPOSED Ad. 2 CLASS CODE

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARG UNIT	NPH	SUOAF
					From	To
<u>1124</u>	<u>(16,167)</u> <u>619.43</u>	<u>(19,500)</u> <u>747.13</u>	<u>Gen.</u>			

RESOLUTION

BR# _____

RESOLVED, That the present position, Laboratory Assistant 2, be changed to Assistant to Science Departments/Science Labs, Ad. 2 effective February 13, 1987.

A Certified True Copy _____

Dallas K. Beal, President Date _____

PERCommittee 1/28/87
 Date _____

BOARD OF TRUSTEES 2/6/87
 Date _____

JUSTIFICATION: The purpose of the above reclassification is to expand the duties of the Laboratory Assistant 2 for the various Science Departments to include responsibilities in inventory control, the ordering of materials, laboratory scheduling, and monitoring of fiscal controls relating to the OE and Equipment Budgets of the various Science Departments. Salary increase includes projected annual increment which would normally be paid in January.

\$3,333.00
 Approx. Cost

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant to the Science Departments/Science Labs/Ad. 2
Campus Eastern Connecticut State University Date 12/10/86

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/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 Pernal *M*

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/10/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY B. Tipton 12/19/86

DATE OF SUOAF 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 SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE B. Tipton Date 12/19/86

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary () disapprove 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 SUOAF/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 1/15/87

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC () disapprove submission to PERC
Comments or Recommendations: _____

VICE PRESIDENT FOR PERSONNEL _____ DATE _____

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 SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
() approved () disapproved

DATE _____
DATE OF BOARD APPROVAL _____
DATE OF BOARD DISAPPROVAL _____

RECEIVED

THE CONNECTICUT
STATE UNIVERSITY

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO SCIENCE DEPARTMENTS/SCIENCE LABS

ADMINISTRATIVE RANK: II

Under the supervision of the Chairs of the Science Departments, will assist in the management of the University academic sciences laboratories in Biology, Physical Sciences, and Earth Sciences. Primary responsibility for supervision to be worked out with the Chairs by the Dean of Personnel Administration.

1. Responsible for preparation of materials and equipment necessary to carry out and maintain all laboratory related assignments in the appropriate departments.
2. Prepares and monitors all contract awards and purchase requisitions for appropriate departments including liaison with representatives of various vendors.
3. Maintains all fiscal controls relating to the OE and Equipment budgets of the departments and personnel budgets for student workers.
4. Provides data used to construct budgets for the Science Departments and assists in budget preparation.
5. Makes minor repairs to equipment when necessary and provides liaison with the physical plant department, business office, and vendors when more complex problems or breakdowns occur.
6. Catalogs various laboratory specimens for departmental use.
7. Assists in the hiring, supervision, and evaluation of student workers or other laboratory employees who set up science laboratories for classes, demonstrations, etc.
8. Prepares and monitors lab scheduling for the Science Departments as directed.
9. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Ability to relate to students, faculty, and staff. A Bachelor's Degree is required.

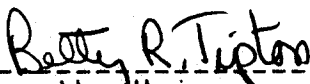
The above qualifications may be waived for persons with appropriate alternate experience.



For the University

12/11/86

Date



For the Union

12/19/86

Date

DEAN OF ARTS AND SCIENCES

