



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF GRAPHIC SERVICES/ADMINISTRATOR V
to
ASSISTANT DIRECTOR OF GRAPHICS/ADMINISTRATOR III

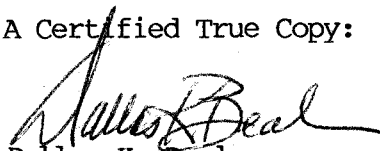
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

JULY 24, 1987

RESOLVED, That the position, Director of Graphic Services/
Administrator V, at Southern Connecticut State
University be reclassified to Assistant Director
of Graphics/Administrator III, effective
September 7, 1987, in accordance with all
provisions and expectations as set forth in the
proposal attached as an addendum to this
Resolution.

A Certified True Copy:


Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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ADDENDUM TO BR#87-121
Submitted 7/15/87
Date
By: CSU ()
CCSU () SCSU (X)
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () EFFECTIVE 9/7/87 PERM (X) FT (X) TEMP () PT ()
POSITION TITLE: Director of Graphic Services, Assistant Director of Graphics, Administrator V (7921) Administrator III (7918)
CURRENT (Class Code) PROPOSED (Class Code)
POSITION NUMBER: 0385 CURRENT SALARY \$36,437 (plus CBI) PROPOSED SALARY same FUND General BARG UNIT SUOAF from to

RESOLUTION

BR#

RESOLVED, That the position Director of Graphic Services, Administrator V, at Southern Connecticut State University be reclassified to Assistant Director of Graphics, Administrator III, effective September 7, 1987.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee 7/22/87 Date

BOARD OF TRUSTEES 7/24/87 Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

This reclassification is part of a grievance settlement and will result in no change in salary.

RECEIVED
7/15/87
THE CONNECTICUT STATE UNIVERSITY

Anthony P. ... Signed (University)

7/15/87 Date

Southern Connecticut State University
Assistant Director of Graphics/Administrator III

SUPERVISOR: Director of Public Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Provides graphics services related to the design and preparation of university information publications and instructional materials--e.g., booklets, brochures, posters, signs, maps, and advertisements.

POSITION RESPONSIBILITIES:

1. Provides graphic arts services under the direction of the Director of Public Affairs and serves as a staff artist in developing and completing design projects.
2. Performs art work and mechanical preparation for University publications and instructional materials in accordance with guidelines and directives provided by the project coordinator.
3. Completes and verifies all graphics work in a timely and professional manner.
4. Operates and maintains appropriate equipment needed for the efficient operation of the Graphic Services Office.
5. Provides art work in developing appropriate educational materials directly assigned by a Public Affairs project coordinator.
6. Provides appropriate darkroom operations for the production of graphic and photographic materials.
7. Maintains graphics supplies inventories.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE:

Two to three years of administrative experience, college teaching, or a combination of both including administrative and technical background in one or more aspects of media. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director of Graphics / Administrator III
Campus S.C.S.U. Date _____

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 Roger J. Bergh
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 7/10/87
SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]
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 Betty Tipton Date 7/15/87

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary () disapprove proposed rank and salary
Comments or Recommendations: per attached position attached

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 _____

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 _____

ADMINISTRATIVE FACULTY

Allen J. Clark

IMMEDIATE SUPERVISOR

John P. Mattia

DEAN OF PERSONNEL ADMINISTRATION:

Roger J. Bough

Director of Public Affairs
Adm. VII

