



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF HOUSING/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF HOUSING/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant to the Director of Housing/Administrator II, at Central Connecticut State University be reclassified to Assistant Director of Housing/Administrator III, effective February 5, 1988, in accordance with the attached proposal dated November 13, 1987.

A Certified True Copy:

Dallas K. Beal
President



Submitted 11-13-87
 Date
 By: CSU ()
 CCSU (x) SCSU ()
 ECSU () WCSU ()
 BR#88-11

POSITION ACTION REQUEST

ADDENDUM TO BR# 88-11

POSITION ACTION: ESTABLISH () RECLASSIFY (x) OTHER () DATE EFFECTIVE 2-5-88 PERM (x) FT (x) TEMP () PT ()

POSITION TITLE: Asst. to the Director of Housing/ADM II Asst. Director of Housing/ADM III
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARG UNIT	Adm Fac from	NC to
2090	\$19,000	\$23,000*	Auxilliary			

PROPOSAL

To reclassify position of Assistant to the Director of Housing, Administrator II, to Assistant Director of Housing, Administrator III, with an increase in salary to minimum of the new rank. (Please see old and new job description). Salary increase is to be on top of any retroactive collective bargaining increase.

\$4,000 to meet minimum salary, new rank*
\$4,000*
 Approx. cost

JUSTIFICATION

In seeking to reclassify the current Assistant to the Director of Housing to Assistant Director, Administrator III, we are attaching additional responsibilities for training (both pre-service and continuing in-service) of residence assistant staff as well as increased responsibilities for coordinating a broad spectrum of programming opportunities within the residence halls. Such responsibilities would add an important dimension to our residence life program and justifies a change in rank and title to reflect the new responsibilities.

[Signature]
 Signed (University)

Forwarded to PERC 11/14/87 pen

1-13-88
 Date

PERCommittee _____
 Date

BOARD OF TRUSTEES _____
 Date

018

Central Connecticut State University
Assistant to the Director of Housing/Housing Administrator II
(Code)

SUPERVISOR: Director of Housing

SUPERVISION EXERCISED:

INCUMBENT NAME: ~~Michael Racz~~ *Mina Cicchetti*

POSITION SUMMARY:

Under the supervision of the Director of Housing, this individual is responsible for the general training and development of all residence hall professional and para professional staff. In addition, (s)he coordinates all residence life programming and the off-campus housing operation.

POSITION RESPONSIBILITIES:

Provides coverage to residence halls in the extended absence of a hall director.

Plans and directs selection process and orientation program for Resident Assistants.

Coordinates freshman orientation activities for residence hall students.

Advises the Inter-Residence Council.

Assists the Director of Housing in the selection and training of new residence hall directors.

Coordinates the off-campus housing referral service.

Represents residence life programming concerns with other campus programming agencies.

Offers counseling and referral to residence hall students.

Represents the Housing Office on various College committees.

Assists the Director of Housing in the general operations of the Housing Office.

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

Bachelor's degree and two years of relevant housing experience equipping the applicant to relate effectively to resident university students and staff required. These qualifications may be waived for individuals with appropriate alternate experience.

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director of Housing

Rank: Administrator III

Department: Housing

Supervisor's Title: Director of Housing

POSITION SUMMARY

Responsible for the training and professional development of all residence hall staff. Also oversees educational and social programming throughout the University's residence hall community.

POSITION RESPONSIBILITIES

Organizes training and staff development activities for residence hall staff.

Oversees programming in residence halls and coordinates expenditures from the Housing Department's student activity accounts.

Coordinates freshman orientation activities for residence hall students.

Coordinates recruitment and hiring of student resident assistants.

Assists the Director of Housing in selection of Residence Hall Directors.

Advises the Inter-Residence Hall Council.

Assists the Housing Director with the coordination of summer housing programs.

Counsels residence hall students.

Coordinates off-campus housing referral service.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelor's degree and three years' experience in appropriate residence hall administrative activities required. Master's degree and experience as a residence hall director preferred.

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant Director of Housing ADM III
Ca Central Date 12-30-87

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 MKB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12-30-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Dina M Lynch

DATE OF SUOAF CAMPUS REVIEW 1/8/88

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 Beth Tipton Date 1-12-88

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 1/13/88

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC
 disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C Neuber DATE 1/14/88

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 _____