

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR OF PUBLIC AFFAIRS/ADMINISTRATOR IV
to
DIRECTOR OF UNIVERSITY DESIGN AND PRODUCTION/ADMINISTRATOR V


at

SOUTHERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Associate Director of Public Affairs/Administrator IV, at Southern Connecticut State University be reclassified to Director of University Design and Production/Administrastor V, effective February 5, 1988, in accordance with the attached proposal.

A Certified True Copy:


Dallas K. Beal
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

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

Submitted	<u>1-13-88</u>
Date	
By:	CSU ()
	CCSU () SCSU (X)
	ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE	<u>2-5-88</u>	PERM (X) FT (X)	TEMP () PT ()
POSITION TITLE:	Associate Director of Public Affairs, Admin. IV (7919)	Director of University Design and Production, Administrator V (7921)			
	<u>CURRENT</u> (Class Code)	<u>PROPOSED</u> (Class Code)			
POSITION NUMBER:	<u>1441</u>	CURRENT SALARY <u>\$42,100</u>	PROPOSED SALARY <u>\$45,257.40</u>	FUND <u>General</u>	BARG UNIT <u>-SUOAE-</u> from to

RESOLUTION

BR# _____

RESOLVED, That the position Associate Director of Public Affairs, Administrator IV, be reclassified to Director of University Design and Production, Administrator V, effective February 5, 1988.

A Certified True Copy

Dallas K. Beal, President, CSU Date

PERCommittee 1-27-88
Date

BOARD OF TRUSTEES 2-5-88
Date

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

As part of the reorganization of the Public Affairs Office, it is requested that the position Associate Director of Public Affairs, Administrator IV, be reclassified to Director of University Design and Production, Administrator V. The graphics office needs to be reorganized with the goal of making graphics a more integral part of the University's entire publications preparation effort. In addition, the electronic publishing equipment (including the desktop publishing equipment) in the Public Affairs Office should be placed under the direction of one person in order to facilitate and coordinate its operation on a day-to-day basis. Placing these areas, plus the photographic section, under the direct supervision of one person will enhance and ensure the smooth operation of the Public Affairs Office's design and production operations. Note that there was a Director of Graphics, Administrator V, position until the incumbent was reclassified in September 1987 to an Assistant Director, Administrator III, in settlement of a grievance. This reclassification will return a position to the Administrator V level, but with an expanded job description.

\$3,000.00
Approx. Cost

Michael A. Adanti (cb) 1-13-88
Signed (University) Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of University Design and Production

ADMINISTRATIVE RANK: Administator V

POSITION SUMMARY:

Directs the operation of the Graphics Office/design studio, and the electronic publishing operation and photographic office of the Office of Public Affairs, under the supervision of the Director of Public Affairs. The Graphics Office, staffed by an assistant director and two part-time artists, provides camera-ready mechanicals for University publications (including flyers, brochures, promotional search pieces, schedules, magazines) and other related materials. The extensive electronic publishing computer systems, located in the Public Affairs Office, are used in the preparation of University materials.

POSITION RESPONSIBILITIES:

1. Directs day-to-day activities of Graphics Office, including design, production techniques, photography, and the use of graphics and photographic equipment.
2. Supervises the use of the Public Affairs Office's extensive electronic publishing computer systems -- (which currently includes a desktop publishing system with personal computers, a laser printer and scanners, two typesetters and five word processors) -- in the preparation and production of University publications.
3. Supervises the training of office professional and clerical staff in the use of office publishing equipment.
4. Directs the transfer of data (schedule of classes, dean's and commencement lists, etc.) for publication purposes, via telecommunications, from the University's main frame computer and from other appropriate University offices.
5. Prepares and monitors printing specifications in accordance with state printing regulations for all University publications.
6. Responsible for University relations with contracted printers to facilitate production, and insure that specifications are met and deadlines honored.
7. Serves as editor of selected University publications, as assigned by the Director of Public Affairs.
8. Supports and advises University offices in the development of University publications, such as promotional materials, newsletters, and reports.

- 9. 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 alternative experience.

IMMEDIATE SUPERVISOR

John F. Mattia

ADMINISTRATIVE FACULTY

William J. O'Neil

PERSONNEL ADMINISTRATION

Gene M. Battaglia

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Director of University Design and Publication, Adm. V

Campus Southern Connecticut State University Date January 4, 1988

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 Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Will J. O'Neil

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 R. J. Farrell Date _____

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 _____

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 _____