



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF THE UNIVERSITY NEWS BUREAU/ADMINISTRATOR IV

to

DIRECTOR OF THE UNIVERSITY NEWS BUREAU/ADMINISTRATOR V

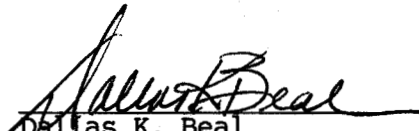
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED, That the position of Coordinator of the University News Bureau/Administrator IV at Southern Connecticut State University be reclassified to Director of the University News Bureau/Administrator V, effective September 9, 1988, in accordance with all provisions and expectations as set forth in the proposal dated June 1, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CSU - 2

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>6/1/88</u>
BY: CSU [ ]	
CCSU [ ]	SCSU [X]
ECSU [ ]	WCSU [ ]

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (X)	OTHER ( )	DATE EFFECTIVE	<u>9/9/88</u>
NATURE OF THE POSITION:	PERMANENT (X)	FULL-TIME (X)	TEMPORARY [ ]	PART-TIME [ ]	
POSITION TITLE:	Coordinator of the University News Bureau, Adm. IV (7919)	Director of the University News Bureau, Adm. V (7921)			
	CURRENT CLASS CODE	PROPOSED CLASS CODE			
POSITION NUMBER	3332	CURRENT SALARY \$ 39,112	PROPOSED SALARY \$ 42,046	FUND	Gen. UNIT SUOAF
					FROM TO

### EXPLAIN THE NATURE OF THE PROPOSAL:

That the position, Coordinator of the University News Bureau, Administrator IV, at Southern Connecticut State University be reclassified to Director of the University News Bureau, Administrator V, effective September 9, 1988.

### JUSTIFICATION:

As part of the reorganization of the Public Affairs Office, which was begun in February 1988, it is requested that the position, Coordinator of the University News Bureau, Administrator IV, be reclassified to Director of the University News Bureau, Administrator V. The preparation of public information for internal and external users is the major operation of the Public Affairs Office. This responsibility has grown to the point where it needs one person in charge of the operation on a day-to-day basis, and who can function at the Director level. While in the past few years, the Coordinator has assumed some of this responsibility as the Director of Public Affairs has become more involved in the areas of presidential assistance and coordinating major public functions, the responsibilities of this position are such that the Administrator V rank would be a more appropriate level.

\$ 2,931  
COST OR SAVINGS

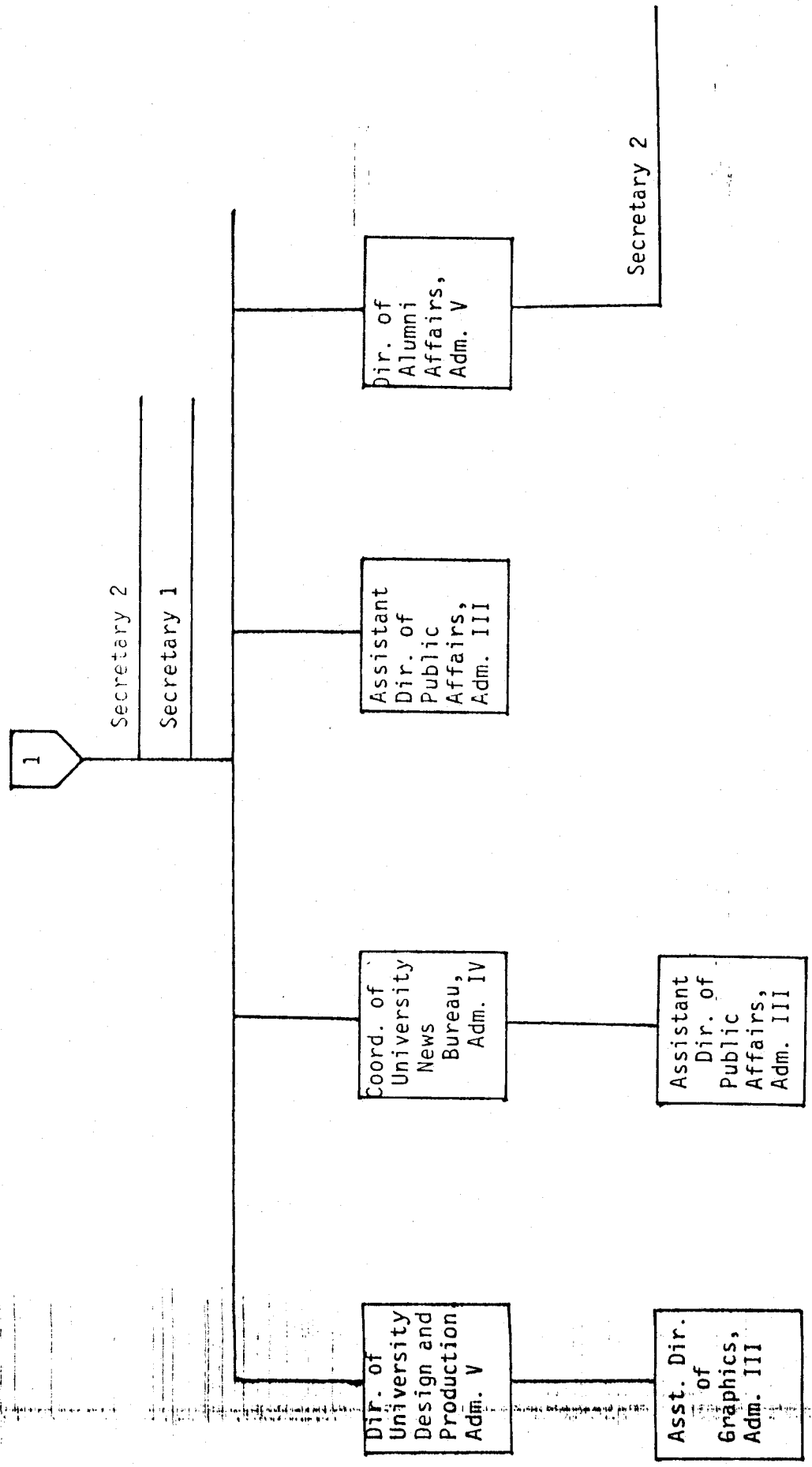
*Michael...*  
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (✓)
- JOB DESCRIPTION, AND (✓)
- AF SIGN OFF FORM IF REQUIRED (✓)

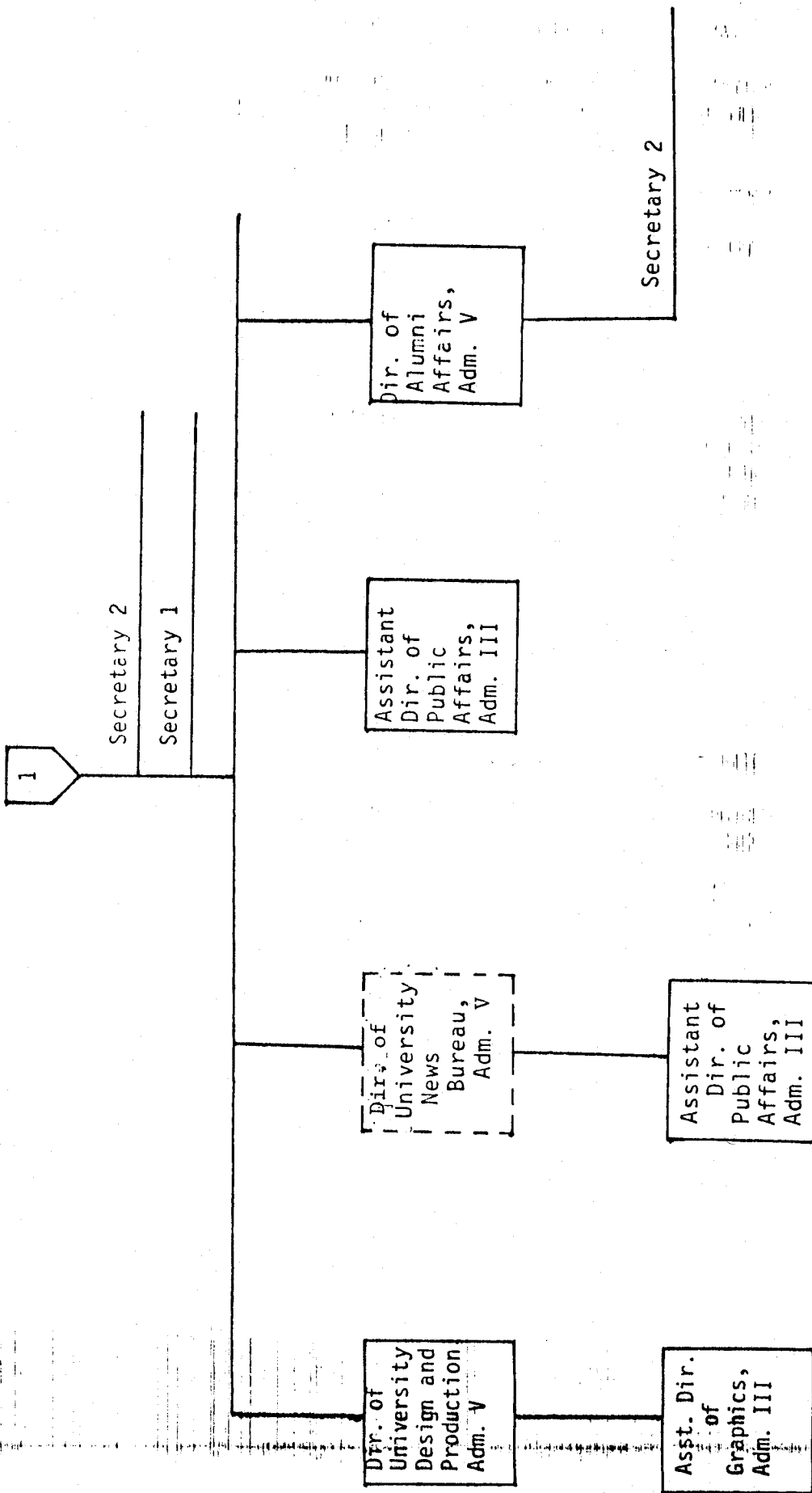
MISCELLANEOUS COMMENTS:

Southern Connecticut State University

Director of Public Affairs  
Adm. VII



Director of Public Affairs  
Adm. VII



SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of the University News Bureau

ADMINISTRATIVE RANK: Administrator V

POSITION SUMMARY:

Directs the University's news operations and internal and external communications, under the supervision of the Director of Public Affairs, with the goal of enhancing the positive image of the University. Also serves as a presidential adviser and assistant in the preparation of communications from the President's Office to the University community and the public.

POSITION RESPONSIBILITIES:

1. Directs the day-to-day activities of the University's news bureau operations, including the writing of press releases, feature articles, interviews, and announcements on University programs and activities for public and specialized media.
2. Directs and supervises a staff of one full-time and two part-time professional writers, as well as intermittent student intern writers.
3. Deals with various segments of the public through all media forms in matters related to University information.
4. Responsible for writing presidential speeches, official statements, and other presidential communications to the University community.
5. Advises faculty in journalistic and publication writing and procedures, and provides comprehensive editing service to them in the preparation of journalistic essays and commentaries.
6. Arranges for faculty interviews in newspapers and on radio and television.
7. Performs duties related to public affairs operations in public information programs.
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:

Four to five years of experience in public information, including formulation and implementation of public information policy. A master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

Immediate Supervisor John P. Mattia

Administrative Faculty William J. O'Donoghue

Personnel Administration James M. Battaglia

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Director of the University News Bureau, Adm. V  
Campus SCSU Date 7/5/88

**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 William J. O'Hara

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 William J. O'Hara Date 7/19/88

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 7/20/88

**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 7/26/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. [Signature] DATE 8/5/88

**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 \_\_\_\_\_