



**Connecticut
State
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

INTERNAL BUDGETING AND CHRO COMPLIANCE SPECIALIST/ADMINISTRATOR II

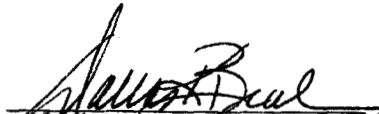
at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position, of Internal Budgeting and CHRO Compliance Specialist/Administrator II, be established at Eastern Connecticut State University, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

Doc. 176



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

| | |
|---|----------------|
| SUBMITTED | <u>12/8/88</u> |
| BY: CSU [] | |
| CCSU [] SCSU [] | |
| ECSU [<input checked="" type="checkbox"/>] WCSU [] | |

| | | | | | |
|---|---|--------------------|-----------------------|----------------|-----------------------|
| POSITION ACTION: | ESTABLISH (<input checked="" type="checkbox"/>) | RECLASSIFY () | OTHER () | DATE EFFECTIVE | <u>2/3/89</u> |
| NATURE OF THE POSITION: PERMANENT [<input checked="" type="checkbox"/>] FULL-TIME [<input checked="" type="checkbox"/>] TEMPORARY [] PART-TIME [] | | | | | |
| POSITION TITLE: | Internal Budgeting and /Adm. II | | | | |
| | CURRENT | CLASS CODE | PROPOSED | CLASS CODE | |
| | | | CHRO Compliance Spec. | 7917 | |
| POSITION NUMBER | CURRENT SALARY \$ | PROPOSED SALARY \$ | 880.85 (22,990) | FUND Ext. | BARGAINING UNIT SUOAF |
| | XXXX | | | | FROM TO |

EXPLAIN THE NATURE OF THE PROPOSAL:

To establish the position Internal Budgeting and CHRO Compliance Specialist

JUSTIFICATION:

This position was originally granted the University in the 1988-89 Auxiliary Services budget. We have decided not to create an Auxiliary position for this purpose and have abolished another Extension Fund position to permit this action. The position will be used to monitor CHRO Compliance by vendors doing business with the University and to provide assistance in the internal budgeting process.

\$ 22,990.00
COST OR SAVINGS

Michael Reu 12/7/88
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:
7/88

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

TITLE: INTERNAL BUDGETING AND CHRO COMPLIANCE SPECIALIST

ADMINISTRATIVE RANK: 2

INCUMBENT:

Under the supervision of the Director of Fiscal Affairs, the incumbent assists with the coordination of the University internal budgeting process, and coordinates CHRO contract compliance, and the Small Business Set-Aside Program. The incumbent also assists in the preparation and reporting of budget data to external agencies. Position responsibilities include:

1. Helps design and distribute budget request forms to departmental budget authorities and advises on the completion of such.
2. Reviews completed forms for thoroughness and accuracy and prepares a summary.
3. Serves as a resource person for budget authorities and provides data to senior management to assist in developing budget allocations.
4. Helps establish and maintain an ongoing budget monitoring and reporting system for all funding sources.
5. Reviews department requisitions and contracts for conformance to budget plan and assists in the coding of such.
6. Advises and assists Fiscal Affairs personnel on closing end of year records.
7. Advises and assists accounting personnel on the display of final results on financial statements to the department level.
8. Assists in compiling data and completing forms and surveys as required by external agencies such as OHE and OPM.
9. Insures that the University complies with CHRO policies and regulations with respect to all purchasing transactions and capital projects.
10. Coordinates the Small Business Set-Aside Program.
11. Prepares reports as required.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

At least two years of experience in the administration of business services in a complex setting. Experience in administering a computerized budgeting system preferred. Bachelor's Degree required; Master's preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

For the University
12/2/88

Date

For the Union

Date

DIRECTOR OF FISCAL AFFAIRS

G

13

G

ASSISTANT DIRECTOR 3

SECRETARY 2 - E

PURCHASING ASSISTANT - G
SENIOR CLERK - E
FINANCIAL CLERK - G

MATERIAL STORAGE MGR. - G
STOREKEEPER 2 - E

ACCOUNTANT 3-G
ACCOUNTANT 2-E
ACCOUNTANT I-G
ACCOUNTANT I-A
JR. ACCOUNTANT-A
FINANCIAL CLERK-G

PAYROLL OFFICER 2 -
PAYROLL CLERK-G
PAYROLL CLERK-A

BSA (Payables) - G
SENIOR CLERK - G
FINANCIAL CLERK - A
SR. CLERK- A (works half time)

E
INTERNAL BUDGETING &
CHRO COMPLIANCE SPEC.
2

FORM AND PROCEDURES

Position Title Internal Budgeting and CHRO Compliance Specialist

Campus Eastern Connecticut State University Date 12/8/88

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 Michael Beenal

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY B. Tipton 1/1/89

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 1/17/89

DISPOSITION AT SUOAF LOCAL LEVEL:

() approve proposed rank and salary () disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 1/17/89

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 12/15/88

DISPOSITION AT COUNCIL LEVEL:

() approve submission to PERC () disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neff DATE 1/18/89

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 _____