



**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

MAINTAINER 1-2

to

ASSISTANT DIRECTOR OF FACILITIES OPERATIONS/ADMINISTRATOR III


at

SOUTHERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Maintainer 1-2 at Southern Connecticut State University be reclassified to Assistant Director of Facilities Operations/Administrator III, effective February 6, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 15, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

Doc. 182



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CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>12-15-88</u>
BY: CSU []	
CCSU []	SCSU [x]
ECSU []	WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (x)	OTHER ()	DATE EFFECTIVE	<u>2/6/89</u>
NATURE OF THE POSITION:	PERMANENT [x] FULL-TIME [] TEMPORARY [] PART-TIME []				
POSITION TITLE:	<u>Maintainer 1-2 (RC) (5528)</u>	CURRENT CLASS CODE		<u>Assistant Director of Facilities Operations, Adm. III (7918)</u>	PROPOSED CLASS CODE
POSITION NUMBER	<u>2633</u>	CURRENT SALARY \$	<u>18,846</u>	PROPOSED SALARY \$	<u>41,000</u>
		FUND	<u>Gen.</u>	UNIT	<u>CEUT</u>
				FROM	<u>SUOAF</u>
				TO	

EXPLAIN THE NATURE OF THE PROPOSAL:

It is requested that a currently vacant Maintainer position be reclassified to an Assistant Director of Facilities Planning, Administrator III, position.

JUSTIFICATION: Currently each of the areas within the Physical Plant, such as custodial, grounds, trades, and the power plant, report on a day to day basis to the Director. Establishing an Assistant Director position with responsibility for the daily operations of facilities services will allow the Director to devote time to the development and implementation of new programs, such as preventative maintenance programs and financial control systems, and to the overall operation of the physical plant. In addition, the Assistant Director will also be responsible for developing and implementing training programs for physical plant staff.

\$ 22,154
COST OR SAVINGS

[Signature]
SIGNED (UNIVERSITY) January 17, 1989 DATE

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

MISCELLANEOUS COMMENTS:

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of Facilities Operations/Administrator III

SUPERVISOR: Director of Facilities Operations

POSITION SUMMARY:

The Assistant Director is responsible for managing the day to day delivery of facilities services.

POSITION RESPONSIBILITIES:

Responsible for the daily operation and administration of facilities services.

Exercises control by providing direction to the supervisors.

Develops and implements new programs to improve upon the level of service to the University community.

Develops and implements training programs for all level of employees.

Responsible for evaluating and recommending new equipment and materials that will improve upon both the quality and quantity of services that can be delivered to the community.

Maintains and oversees an inspection program that insures that there is no reduction in services within budget guidelines.

Responsible for maintaining high levels of morale among maintenance employees.

Responsible for meeting with members of the University community to identify potential problems and recommend/provide solutions.

Explores and recommends disciplinary action where required.

Ensures that union contract is followed in these areas.

Makes budgetary recommendations to the Director and then manages these groups within the guidelines.

Develops and implements computerized systems for work management.

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

Assistant Director of Facilities Operations/Administrator III

EDUCATION AND EXPERIENCE:

Five or more years of progressive experience in facilities management. Ability to manage and motivate a large union group. Understanding of methods and materials to provide services. Strong communication and problem solving skills. Bachelor's degree or equivalent experience. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Wally A. [Signature]

IMMEDIATE SUPERVISOR

Jean M. Bouaglia

PERSONNEL ADMINISTRATION

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director of Facilities Operations, Adm. III

Campus SCSU Date 1/10/89

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'Rowd

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 Will J. O'Rowd Date 1/10/89

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. Neahr 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 _____