



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


Office of the President

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
PLANT AND FACILITIES ENGINEER II
to
EXECUTIVE ASSISTANT TO THE PRESIDENT
at
CENTRAL CONNECTICUT STATE UNIVERSITY

April 7, 1989

RESOLVED, That the position of Plant and Facilities Engineer II at Central Connecticut State University be reclassified to Executive Assistant to the President, effective April 7, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 5, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
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Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 12-5-88

BY: CSU []
 CCSU [X] SCSU []
 ECSU [] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 4-7-89

NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []

POSITION TITLE: Plant & Facilities Engr. 2 Executive Assistant to the President
 (CURRENT) (CLASS CODE) (PROPOSED) (CLASS CODE)

POSITION NUMBER 255	CURRENT SALARY \$50,000	PROPOSED SALARY \$65,000	FUND GEN	BARGAINING UNIT <u>ClMgt UCConf</u> FROM TO
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EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the currently vacant position of Plant & Facilities Engineer 2 to that of Executive Assistant to the President.

JUSTIFICATION:

The modern university president requires a high level, full-time executive assistant just to keep track of and follow up on the multitudinous activities he is required to be engaged in. Currently, this function is being performed by a faculty member on three-quarters reassigned time and special summer and intersession load.

Whether the present Special Assistant goes back to the faculty or gains this new position, the net impact on the combined General and Extension Fund salary expenditures of the University will be nil.

\$ -0-
COST OR (SAVINGS)

[Signature] 1-17-89
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

112

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Executive Assistant to the President

Department: Office of the President

Supervisor's Title: President

POSITION SUMMARY

Assists the President in carrying out his duties.

POSITION RESPONSIBILITIES

Acts as administrative head of the President's office staff.

Previews problems and prepares options for the President's consideration.

Investigates policy concerns and recommends policy as assigned.

Prepares correspondence for signature of President.

Deals with routine administrative matters on behalf of President.

Receives visitors on behalf of President as assigned.

Performs other duties as assigned.

QUALIFICATIONS

Master's degree, excellent writing skill, extraordinary energy and stamina and ten years' college or university teaching and/or administrative experience required. Ph.D. and both university teaching and administrative experience preferred.

30 May, 1988

PLANT FACILITIES ENGINEER 2

CLASSIFIED

CLASS CODE: 6295

NC 27

Effective Date

MAY 20 1980

FINAL

SUMMARY OF CLASS:

As chief physical plant employee at a major State facility,* is in complete charge of the total physical plant including

- (a) all operational maintenance, repairs and alterations
- (b) plant utilities including heating, power generation and wastewater treatment
- (c) complete grounds and equipment maintenance

SUPERVISION RECEIVED:

Works under the supervision of the facility head, administrative officer or other designated official.

SUPERVISION EXERCISED:

Supervises employees in each of the following categories: Levels, A,B,C, and subordinate classes in Level D*.

EXAMPLES OF DUTIES:

At a major State facility, functions in an administrative/supervisory capacity with broad responsibility for complex technical plant engineering problems. Major emphasis of the work is on directing and coordinating the functions of building maintenance and distributing manpower and material resources to provide for preventive, operational and emergency plant maintenance.

Responsibilities of the position include:

Directs and coordinates maintenance shops on multi-trade projects; develops and maintains large-scale preventive maintenance programs; writes specifications and draws plans for minor capital improvement projects; develops specifications for and requisitions maintenance equipment and supplies; maintains cost and estimate records; prepares budget and monitors use of allocated funds; serves as liaison between the agency and the Bureau of Public Works - Department of Administrative Services on major capital projects; may serve as safety officer, OSHA compliance officer, energy coordinator and/or fire officer in accordance with agency needs; may develop and administer security programs including training of security personnel; may administer housekeeping operations; does related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of the methods, materials and equipment used in the maintenance, operation and repair of buildings and all utilities services and equipment; some knowledge of materials and methods of building construction; ability to read and interpret blueprints and specifications; ability to plan, supervise and inspect building repair and maintenance work; knowledge of preventive maintenance techniques; ability to maintain operating records, make analyses of operating costs and make reports; ability to coordinate work assignments; ability to train and supervise subordinates; administrative ability.

EXPERIENCE AND TRAINING

General Experience: Eight (8) years' technical employment in the maintenance and repair of large buildings and utility services.

* See addendum