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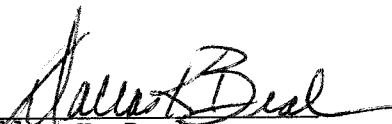
Office of the President

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
PURCHASING SERVICES OFFICER 2
to
ASSISTANT DIRECTOR OF INSTITUTIONAL SERVICES/ADMINISTRATOR III
at
WESTERN CONNECTICUT STATE UNIVERSITY

November 3, 1989

RESOLVED, That the position of Purchasing Services Officer 2 be reclassified to Assistant Director of Institutional Services/ Administrator III effective November 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated October 6, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 10/6/89
BY: CSU []
CCSU [] SCSU []
ECSU [] WCSU [x]

POSITION ACTION:	ESTABLISH ()	RECLASSIFY ()	OTHER (x)	DATE EFFECTIVE	<u>11/3/89</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [] TEMPORARY [] PART-TIME []					
POSITION TITLE:	<u>Purchasing Svcs. Officer 2</u>	<u>6698</u>	<u>6698</u>	<u>Admin. 3/ Assistant Director of Institutional Services</u>	<u>7918</u>
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	<u>0008</u>	CURRENT SALARY	<u>\$35,463.</u>	PROPOSED SALARY	<u>\$ 37,963.</u>
		FUND	<u>Gen.</u>	BARGAINING UNIT	<u>A & R</u>
				FROM	TO
					<u>AFSCME</u>

EXPLAIN THE NATURE OF THE PROPOSAL:

We are proposing that the University's current classified position, Purchasing Services Officer 2, become an unclassified position within the SUOAF-AFSCME bargaining unit. The incumbent, Bob Walther, will become Assistant Director of Institutional Services/Admin. 3 effective 10/6/89.

JUSTIFICATION:

Currently, the Purchasing Services Officer 2 is responsible for purchasing at the University. As Asst. Director of Institutional Services, the incumbent's duties will increase to include not only purchasing but also supervision of the shipping and receiving department, and supervision of the mail services department.

The scope of these duties and responsibilities, we feel, merit the reclassification of this position to Admin. 3/Asst. Director of Institutional Services.

\$ 2,500.
COST OR SAVINGS


SIGNED (UNIVERSITY) 9/12/89
DATE

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

MISCELLANEOUS COMMENTS:

PROPOSED

DIRECTOR OF
INSTITUTIONAL SERVICES

CLERK TYPIST

Assistant Director
Institutional Services

ASSISTANT DIRECTOR OF
ATHLETICS/CHAIRMAN

(4C-1)

Food Service
Book Store

Purchasing

Mail Services

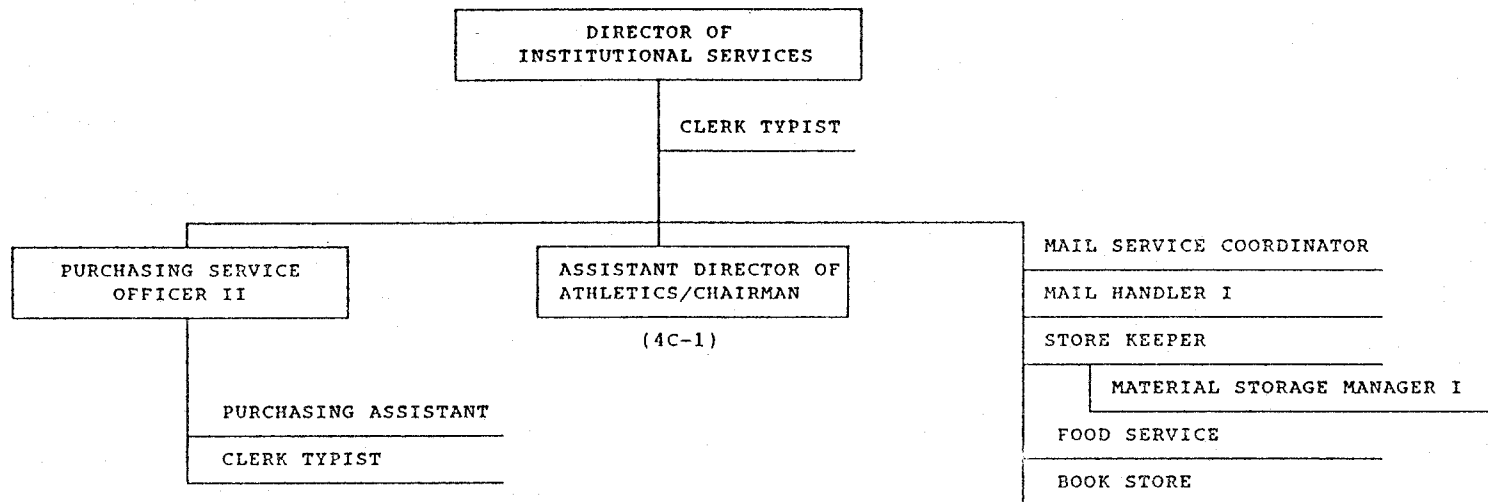
Shipping and Receiving

Purchasing Assistant
Clerk Typist

Mail Service Coordinator
Mail Handler I

Store Keeper

Material Storage Manager I



Position Title: Assistant Director of Institutional Services

Administrative Rank: 3

Incumbent:

Under the supervision of the Director of Institutional Services, the Assistant Director is responsible for all commodity and services acquisitions from initial purchase request through the receiving and authorizing payment including the following:

1. Oversees University purchasing operations including administration of the CHRO compliance program.
2. Directs the small business set-aside program for registered small and minority vendors.
3. Executes commodity and service acquisitions including service contracts, lease/purchase transactions, and public works projects.
4. Selects sources, solicits, and reviews competitive bids for university purchases.
5. Approves purchase orders, fiscal commitments, and payment documents.
6. Supervises the Shipping/Receiving and University Stores facility including maintenance of stocking levels for materials in inventory and implementations of the University's equipment replacement system.
7. Administers the competitive bidding and recordkeeping portions of public works (capital construction) projects.
8. Recommends university purchasing policy and advises the administration on purchasing and related matters.
9. Supervises the Mail Service Department.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.
11. Oversees the University Recycling Program.

QUALIFICATIONS

Four years administrative experience equipping the incumbent to assist in Fiscal Affairs Operations. Bachelors Degree preferred.

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

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director of Institutional Services/Admin. 3

Campus Western Connecticut State University Date 9/12/89

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 Frank Muska

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 9/12/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronnie Kuroshes (Should be a 4)

DATE OF SUOAF CAMPUS REVIEW 9/12/89

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 _____ 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 David C. Velt DATE 10/18/89

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 _____