



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF PERSONNEL AND AFFIRMATIVE ACTION

to

DIRECTOR OF AFFIRMATIVE ACTION/ASSOCIATE TO THE EXECUTIVE DEAN

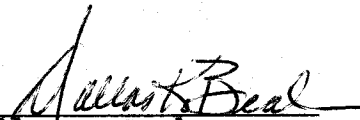
at

EASTERN CONNECTICUT STATE UNIVERSITY

February 2, 1990

RESOLVED, That the position of Director of Personnel and Affirmative Action be reclassified to Director of Affirmative Action/Associate to the Executive Dean effective February 2, 1990, in accordance with all provisions and expectations as set forth in the proposal dated January 22, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



AMENDMENT TO
BR#90-6

CSU - 2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>1/22/90</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU [X] WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	<u>2/2/90</u>
NATURE OF THE POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY [] PART-TIME []					
POSITION TITLE:	Director of Personnel and Affirmative Action	8126	Director of Affirmative Action/Associate to the Ex. Dean	8216	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	8056	CURRENT SALARY \$ (49,900)	PROPOSED SALARY \$ (48,000)	FUND	Gen
				BARGAINING UNIT	Unclass. Conf.
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL: To reclassify the current position, Director of Personnel and Affirmative Action to Director of Affirmative Action/Associate to the Executive Dean.

JUSTIFICATION: This proposal is intended to restructure the Personnel Office, Labor Relations, and Affirmative Action functions to provide a separation of personnel from the other functions. Since the University does not have the manpower to support a self-contained affirmative action operation, this proposal will separate the personnel function, provide a career ladder for the current Assistant Director of Personnel, and permit the Executive Dean to perform additional functions for the Office of the President.

\$ (1,900.00)
COST OR SAVINGS

Michael Bevil 1/23/90
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

103

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of Affirmative Action/Associate to the Executive Dean

INCUMBENT:

The Director, under the supervision of the President for affirmative action matters and the Executive Dean for personnel administration matters, is responsible for the following:

1. Assists the Dean in administration of contractual agreements and personnel regulations, grievance and complaint handling, employee benefits, and coordination of institutional efforts relating to legal matters.
2. Serves as a management representative for contract negotiations and grievance/complaint handling.
3. Completes and maintains all statistical reports for personnel administration and affirmative action.
4. Prepares and maintains the annual budget for personnel administration and affirmative action functions.
5. Advises the President on all matters of affirmative action, equal opportunity and non-discrimination; including sexual harassment and Section 504 matters as they relate to employees.
6. Acts as University compliance officer for section 504 matters involving employees.
7. Plays a major role in, coordinates the activities of, and keeps records for all campus hearing boards involved with non-discrimination issues.
8. Serves on University committees as assigned.
9. Prepares the University's Affirmative Action Plan including all updates required by University, State, or federal regulations.
10. Advises department heads and university administrators on affirmative action, equal opportunity, and non-discrimination procedures and requirements as they relate to employee recruiting and state recruitment and retention.
11. Reviews University hiring plans and reports for compliance with affirmative action regulations.

12. Provides technical assistance to search committees and other hiring officials.
13. Acts as informal or pre-hearing officer for all discrimination complaints involving employees.
14. Maintains liaison with personnel and affirmative action agencies, contractors, businesses, and other institutions to insure compliance.
15. Categorizes and updates all federal, state, and University regulations pertaining to personnel and affirmative action and communicates changes to appropriate University personnel.
16. Assumes responsibility for affirmative action efforts and adherence to procedures in recruitment, hiring, and promotion of staff.
17. Performs other duties and responsibilities as assigned.

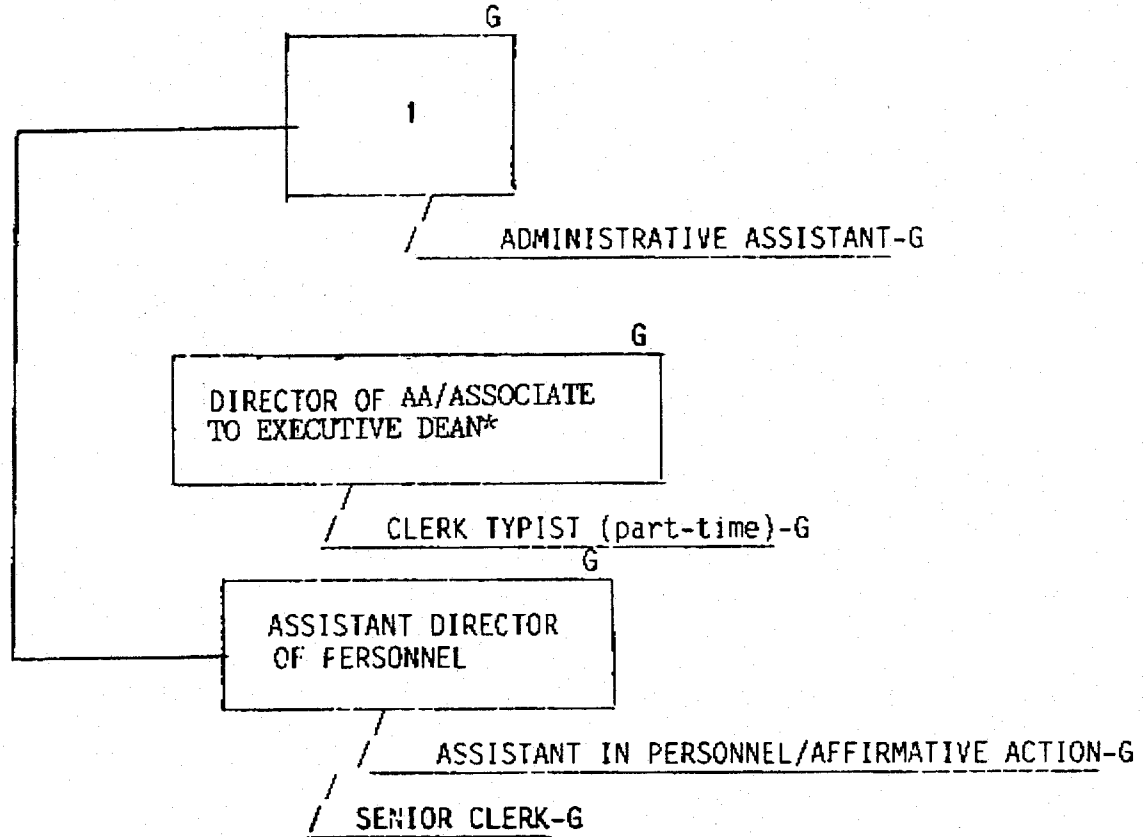
QUALIFICATIONS

Master's Degree required. Doctorate or J.D. preferred. Some statistical analysis experience preferred. Two to three years experience in higher education required.

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

1/18/90

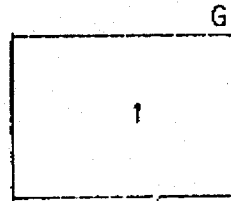
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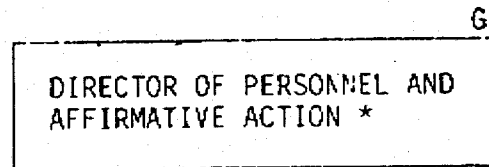
*Reports to President for Affirmative Action

Eastern Connecticut State University

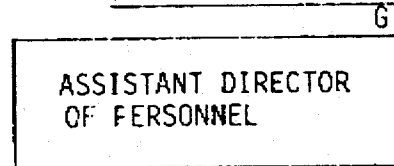
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ADMINISTRATIVE ASSISTANT-G



CLERK TYPIST (part-time)-G



ASSISTANT IN PERSONNEL/AFFIRMATIVE ACTION-G

SENIOR CLERK-G

*Reports to President for Affirmative Action