



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF INSTITUTIONAL SERVICES/ADMINISTRATOR III  
to  
ASSOCIATE DIRECTOR OF INSTITUTIONAL SERVICES/ADMINISTRATOR IV

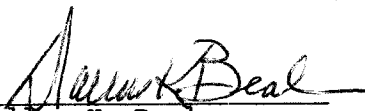
at

WESTERN CONNECTICUT STATE UNIVERSITY

February 2, 1990

RESOLVED, That the position of Assistant Director of Institutional Services/Administrator III be reclassified to Associate Director of Institutional Services/Administrator IV with no increase in salary, retroactively to November 3, 1989, in settlement of a grievance dated November 15, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President





# WESTERN CONNECTICUT STATE UNIVERSITY

Danbury, Connecticut 06810

**RECEIVED**

**NOV 15 1989**


**Personnel Office  
W. C. S. U.**

MEMORANDUM OF AGREEMENT

NOVEMBER 15, 1989

In accordance with Article 21.3.6 of the Collective Bargaining Agreement between SUOAF/AFSCME and the Board of Trustees for Connecticut State University, the parties agree to advance the grievance regarding the administrative faculty rank assigned to the position now titled Assistant Director of Institutional Services to Step 2.

For Western Connecticut State University,

  
Francis J. Muska, Executive Dean for Personnel

For WCSU SUOAF/ AFSCME,

  
Henry G. Tritter, AFSCME Steward

# AFSCME

**in the public service**

Connecticut Public Employees District Number 4

Local 2836

Organization of Administrative Faculty

## OFFICIAL GRIEVANCE FORM

This portion is to be completed prior to filing at the appropriate initial Step of the Grievance Procedure, which is 1 2 3 4

Name of Employee(s): SUOAF/AFSCME WCSU

Position(s) and Rank (s): N/A

College (s): Western Connecticut State University

Statement of the Grievance including Contract provisions violated and the date the grievant, became aware of the grievance, if applicable. (Attach additional pages if space provided is insufficient.):

On November 3, 1989, the CSU Board of Trustees created the position of Assistant Director of Institutional Services with the classification of Administrator III. The recommendation of the local SUOAF/AFSCME chapter was that the position be classified as Administrator IV. Within the CSU system (ECSU), there already exists a position, Associate Director of Fiscal Affairs (Acquisitions), classified as Administrator IV, the responsibilities and qualifications of which are all but identical to the Western position. We believe that this situation is a violation of the collective bargaining agreement, especially with reference to ARTICLE 10.

Remedy: ~~that the position at Western be retitled Associate Director of Institutional Services and be classified as Administrator IV retroactively to the date of its approval by the Board and that the incumbent be considered to have been in that rank from that date.~~

Signature of Employee(s): \_\_\_\_\_ Date \_\_\_\_\_

(This signature authorizes SUOAF/AFSCME, Local 2836, to represent me in the disposition of the grievance.)

Signature of Union Representative: Henry G. Pitts Date: 11/15/89



# WESTERN CONNECTICUT STATE UNIVERSITY

Danbury, Connecticut 06810 • (203) 797-4250

Vice President for Administrative Affairs

November 30, 1989

To: Dr. Frank Muska  
Dean of Personnel

From: Richard H. Sullivan *RHS*

Re: SUOAF/AFSCME Grievance

I met this morning with Henry Tritter, representative for the Union. After discussing Bob Walther's classification and job description and comparing it to the Associate Director of Fiscal Affairs at Eastern, I must agree with the Union that the job descriptions are almost identical and, therefore, Mr. Walther should properly be classified as an Administrator IV, Associate Director of Institutional Services and not as Administrator III, Assistant Director. I would appreciate your action to correct this situation.

km

cc: H. Tritter

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DEC 5 1989  
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W. C. S. U.



A unit of The Connecticut State University

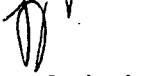
# WESTERN CONNECTICUT STATE UNIVERSITY

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Danbury, Connecticut 06810

December 6, 1989

To: Henry Tritter  
AFSCME Steward

From: Frank J. Muska   
Executive Dean  
for Personnel Administration

I received your memorandum dated December 5, 1989.  
I have requested that John Jakabauski, Director of  
Personnel, place Mr. Robert Walther's upgrading from  
Administrator 3 to Administrator 4 on the next board  
report due January 12, 1990.

lw

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DEC 5 1989  
Personnel Office  
W. C. S. U.

EASTERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTION

23  
12/11/87

POSITION TITLE: ASSOCIATE DIRECTOR OF FISCAL AFFAIRS (Acquisitions)

ADMINISTRATIVE RANK: 4

INCUMBENT: E. HILL BULLARD

Under the supervision of the Director of Fiscal Affairs, the Associate Director is responsible for all commodity and service acquisitions from initial purchase through receiving and payments 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 implementation of the University's equipment replacement system.
7. Administers the competitive bidding and recordkeeping portions of public works (capital construction) projects.
8. <sup>no</sup> Supervises the Accounts Payable function and miscellaneous non-payroll disbursements including travel, utilities, and reservations payments.
9. Recommends university purchasing policy and advises the administration on purchasing and related matters.
10. <sup>no</sup> Reports on employee travel in accordance with University and/or appropriate contractual requirements.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

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

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

*Bob R. Tolson*  
SIGNATURE FOR SUGAF

12/17/87  
DATE

*[Signature]*  
SIGNATURE FOR ECSU

12/11/87  
DATE

**ASSISTANT DIRECTOR OF INSTITUTIONAL SERVICES  
ADMINISTRATOR III**

**SUPERVISOR:** Director of Institutional Services

**INCUMBENT NAME:** Robert Walther

**POSITION SUMMARY:** 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:

**POSITION RESPONSIBILITIES:**

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. Bachelor's degree preferred.

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