



**Connecticut
State
University**

Central • Eastern • Southern • Western

BR#90-134

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

SECRETARY 2

to

ASSISTANT DIRECTOR OF ADVISING INFORMATION SERVICES/ADMINISTRATOR III


at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Secretary 2 be reclassified to Assistant Director of Advising Information Services/Administrator III effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Bear
President



An Equal
Opportunity
Employer

CSU-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

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

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE 9/7/90
NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []	
POSITION TITLE: SECRETARY 2 (CURRENT)	ASSISTANT DIRECTOR ADVISING INFORMATION SERVICES (CLASS CODE)
	NC (PROPOSED) ADM III (CLASS CODE)
POSITION NUMBER 1793	CURRENT SALARY 24,668
	PROPOSED SALARY \$ 32,144
	FUND 0
	BARGAINING UNIT AdFac FROM nc TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify a secretarial position.

JUSTIFICATION:

The creation of the Student Development Center will result in realignment and alteration of a number of existing positions. The most pressing need in Advising Support is for the direct delivery of services. The incumbent is master's degree prepared and has served as Acting Associate Director in this unit. Reclassification to the Assistant Director level will allow us the basic support needed to deliver services to students.

\$ 7,476
COST OR (SAVINGS)

SO M. J. Jell 7/3/90

 SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

7/88 We are obligated contractually to negotiate the impact of restructured position responsibilities. The cost reflects the negotiated impact of the new job description.

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant Director, Advising Information and Support Services

ADMINISTRATIVE RANK: Administrator III

DEPARTMENT: Advising Information Services

SUPERVISOR'S TITLE: Director, Advising Information and Support Services

POSITION SUMMARY:

Assists with the operation of the Advising Information and Support Services Office, provides precursory and integrated educational and career information to the student populations served by the Office, administers and interprets a variety of assessment instruments, leads workshops.

POSITION RESPONSIBILITIES:

Responds to student career concerns and provides information on their relationship to educational programs.

Provides preliminary information related to educational programs, assists students in establishing an integrated educational/career plan.

Makes referrals to appropriate academic department and other advising resources.

Administers and reviews assessment instruments with students as appropriate.

Designs and conducts workshops on a range of topics including values clarification, decision making, career development, etc.

Conducts outreach activities to student groups and faculty as assigned in order to provide integrated information on academic and career choices.

May assume responsibility for a particular student population such as part-time students, transfer students, etc., or special program areas such as the Second Transcript, publications, etc. as assigned.

May be assigned other responsibilities related to the above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Bachelor's degree and two years of experience with career and educational planning in a college setting required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title ADM III ASST DIR ADVISING INFO SERV
Campus CENTRAL Date 3/27/90

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 DONNA MUNROE

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3/27/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

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 _____ 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 Donna Munroe DATE 4/26/90

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 OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____