



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-144

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF HEALTH SERVICES/ADMINISTRATOR II  
to  
ASSISTANT DIRECTOR OF HEALTH SERVICES/NIGHT MANAGER/  
ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED,

That the position of Assistant to the Director of Health Services/Administrator II be reclassified to Assistant Director of Health Services/Night Manager/Administrator III, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 17, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY  
POSITION ACTION REQUEST FORM

|                   |                |
|-------------------|----------------|
| SUBMITTED         | <u>7/17/90</u> |
| BY: CSU [ ]       |                |
| CCSU [ ] SCSU [ ] |                |
| ECSU [X] WCSU [ ] |                |

|   |                                   |  |                                       |                 |               |
|---|-----------------------------------|--|---------------------------------------|-----------------|---------------|
| POSITION ACTION:  | ESTABLISH ( )                     | RECLASSIFY <input checked="" type="checkbox"/> | OTHER ( )                             | DATE EFFECTIVE  | <u>9/7/90</u> |
| NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ] |                                   |  |                                       |                 |               |
| POSITION TITLE:   | Asst. to the Dir. of Health Svcs. | 7917   | Asst. Dir. of Health Svcs./Night Mgr. | 7918            |               |
|   | CURRENT                           | CLASS CODE                                     | PROPOSED                              | CLASS CODE      |               |
| POSITION NUMBER   | 0049                              | CURRENT SALARY \$ (28,383)                     | PROPOSED SALARY \$ (30,000)           | FUND            | Gen.          |
|   |                                   |  |                                       | BARGAINING UNIT | SUOAF         |
|   |                                   |  |                                       | FROM            | TO            |

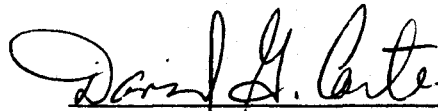
EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the position, Assistant to the Director of Health Services (Night Manager - Administrator 2) to Assistant Director of Health Services (Night Manager - Administrator 3)

JUSTIFICATION:

This position is responsible for unsupervised management of the Health Services. In this regard, the incumbent functions in the same manner as the Assistant Director. Because the responsibilities are similar, it is fair that both share equal rank.

\$ 1,617.00  
COST OR SAVINGS

  
SIGNED (UNIVERSITY)

7/17/90  
DATE

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

MISCELLANEOUS COMMENTS:

## PROPOSED

## EASTERN CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF HEALTH SERVICES/NIGHT MANAGER

ADMINISTRATIVE RANK: 3

INCUMBENT: IRMA BERK

Under the general supervision of the Dean of Student Affairs for management of the health service and the direct supervision of the University Physician(s) for nursing responsibilities, the Assistant Director organizes and administers the Health Service, including the following functions:

1. Manages Health Service facility during evening hours.
2. Recommends and implements policies of the Health Service.
3. Manages Health Service facilities, including inventory control, record keeping, purchasing, and maintenance of equipment.
4. Handles all related aspects of University sanctioned insurance policies.
5. Secures and maintains health records of the student body for use as needed under directions of the University Physician(s).
6. Serves as health liaison for the University to students, parents, outside medical groups, and private practitioners.
7. Provides necessary assistance to the University Physician(s).
8. Provides appropriate medical treatment to all eligible students as directed by the University Physician(s).
9. Cooperates with the State Department of Health in control of communicable diseases.
10. Provides health information to the campus community.
11. Provides pertinent reports as needed.
12. Represents the Office and the University by attending workshops and

meetings on an off campus as required.

13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

**QUALIFICATIONS**

Three years of nursing experience. An RN is required; licensure as a nurse practitioner or the equivalent is preferred.

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|                    |      |           |      |
|--------------------|------|-----------|------|
| For the University | Date | For SUOAF | Date |
|--------------------|------|-----------|------|

7/28/81

## EASTERN CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE DIRECTOR OF HEALTH SERVICES/NIGHT MGR.

ADMINISTRATIVE RANK: 2

INCUMBENT: IRMA BERK

Under the general supervision of the Dean of Student Affairs for the management of the Health Service, and the direct supervision of the Univ. Physician(s) for nursing responsibilities, the Assistant to the Director of Health Services administers the Health Service during the evening hours, including the following functions:

1. Manages Health Service facilities during evening hours, including record keeping and maintenance of equipment.
2. Assists in the handling of all related aspects of the University sanctioned insurance policies as required.
3. Secures and maintains the health records of the student body, for use as needed under the direction of the University Physician(s).
4. Provides necessary assistance to the University physician(s).
6. Assists in University cooperation with the State Department of Health in control of communicable diseases when requested.
7. Provides health information to the campus community.
8. Prepares pertinent reports as needed.
9. Represents the Office and the University by attending workshops and meetings on or off campus as needed.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

## QUALIFICATIONS

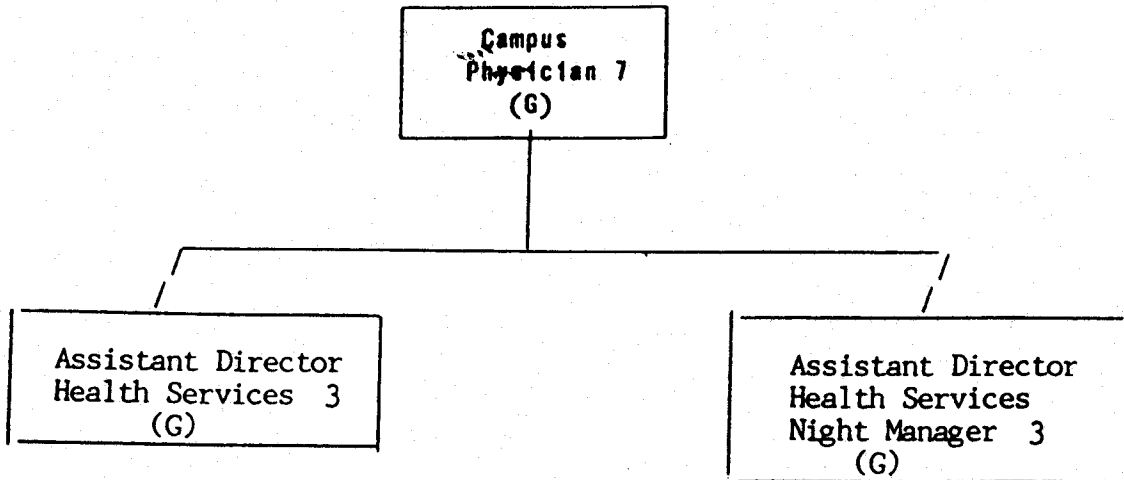
Three years of nursing experience. An RN is required. Licensure as a nurse practitioner or the equivalent is preferred.

For the University \_\_\_\_\_ Date For SUOAF \_\_\_\_\_ Date

10/12/82

Eastern Connecticut State University  
Campus Physician

(See Page 22)



Eastern Connecticut State University  
Campus Physician

(See Page 22)

