

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF PERSONNEL  
to  
DIRECTOR OF PERSONNEL

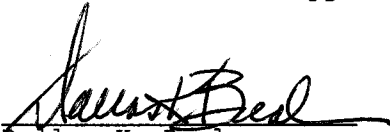
at

EASTERN CONNECTICUT STATE UNIVERSITY

October 5, 1990

RESOLVED, That the position of Assistant Director of Personnel be reclassified to Director of Personnel, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated September 13, 1990, 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 _____
BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [X] WCSU [ ]

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (X)	OTHER ( )	DATE EFFECTIVE	<u>9/7/90</u>
NATURE OF THE POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY [ ] PART-TIME [ ]					
POSITION TITLE:	Assistant Director of Personnel		Unclass. Conf.	Director or Personnel	Unclass. Conf.
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	CURRENT 1815.47	PROPOSED 1915.71	FUND	BARGAINING UNIT	FROM TO
<u>0054</u>	SALARY \$ <u>(47,383)</u>	SALARY \$ <u>(50,000)</u>	<u>Gen</u>	<u>Unclass. Conf.</u>	

EXPLAIN THE NATURE OF THE PROPOSAL:

To upgrade the position, Assistant Director of Personnel to Director of Personnel at Eastern Connecticut State University.

JUSTIFICATION:

Eastern currently is the only campus in the system without a Director of Personnel. The current incumbent of this position was hired in the Assistant Director spot and has assumed all personnel administration functions over the past year. This reclassification will put Eastern's Personnel Office on a par with others in the system's organization. The proposed increase is 5.5%.

\$ 2,617.00  
COST OR SAVINGS

Michael Reed 9/13/90  
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

## PROPOSED

EASTERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF PERSONNEL

INCUMBENT: ANNE ALLING

Under the general supervision of the Executive Dean, the Director is responsible for the following:

1. Administers all Personnel functions and responsibilities. In the absence of the Dean, is available to assist in performing appropriate functions as directed.
2. Provides supervision of office support staff.
3. Develops and implements recruitment programs for support staff and assists in the monitoring of compliance with Affirmative Action programs and goals.
4. Performs major functions in the recruitment and hiring of support staff.
5. Serves as office liaison with the Payroll Office.
6. Serves as office coordinator for the Employee Suggestion Program.
7. Supervises entry and accuracy on the Personnel/Payroll Database and maintains University personnel records.
8. Advises supervisors on state and BOT Personnel Regulations, General Letters, employee discipline, contract interpretation, and other personnel matters.
9. Assists in preparation of statistical reports.
10. Counsels employees on benefits, retirement and career planning.
11. Assists in the development and implementation of personnel policies, procedures and goals.
12. Serves as office liaison with State Personnel Division on all related matters.
13. Assumes responsibility for affirmative action efforts and adherence to

procedures in the recruitment, hiring, and promotion of staff.

14. Plays a key role in supervisory and employee training and educational programs (e.g. drugs, alcohol, stress reduction, health & safety).
15. Performs other duties as assigned.

#### QUALIFICATIONS

Bachelor's Degree and three years professional experience in personnel administration involving recruitment, contract administration, employee discipline, benefits administration, and database management. Master's preferred.

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

8/1/89

EASTERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF PERSONNEL

INCUMBENT: ANNE ALLING

Under the general supervision of the Executive Dean, the Assistant Director is responsible for the following:

1. Assists in the administration of Personnel functions and responsibilities. In the absence of the Dean, serves as head of the office.
2. Provides supervision of office support staff.
3. Develops and implements recruitment programs for support staff and assists in the monitoring of compliance with Affirmative Action programs and goals.
4. Performs major functions in the recruitment and hiring of support staff.
5. Serves as office liaison with the Payroll Office.
6. Serves as office coordinator for the Employee Suggestion Program.
7. Supervises entry and accuracy on the Personnel/Payroll Database and maintains University personnel records.
8. Advises supervisors on state and BOT Personnel Regulations, General Letters, employee discipline, contract interpretation, and other personnel matters.
9. Assists in preparation of statistical reports.
10. Counsels employees on benefits, retirement and career planning.
11. Assists in the development and implementation of personnel policies, procedures and goals.
12. Serves as office liaison with State Personnel Division on all related matters.
13. Assumes responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff.
14. Performs other duties as assigned.

## QUALIFICATIONS

Bachelor's Degree and three years professional experience in personnel administration involving recruitment, contract administration, employee discipline, benefits administration, and database management. Master's preferred.

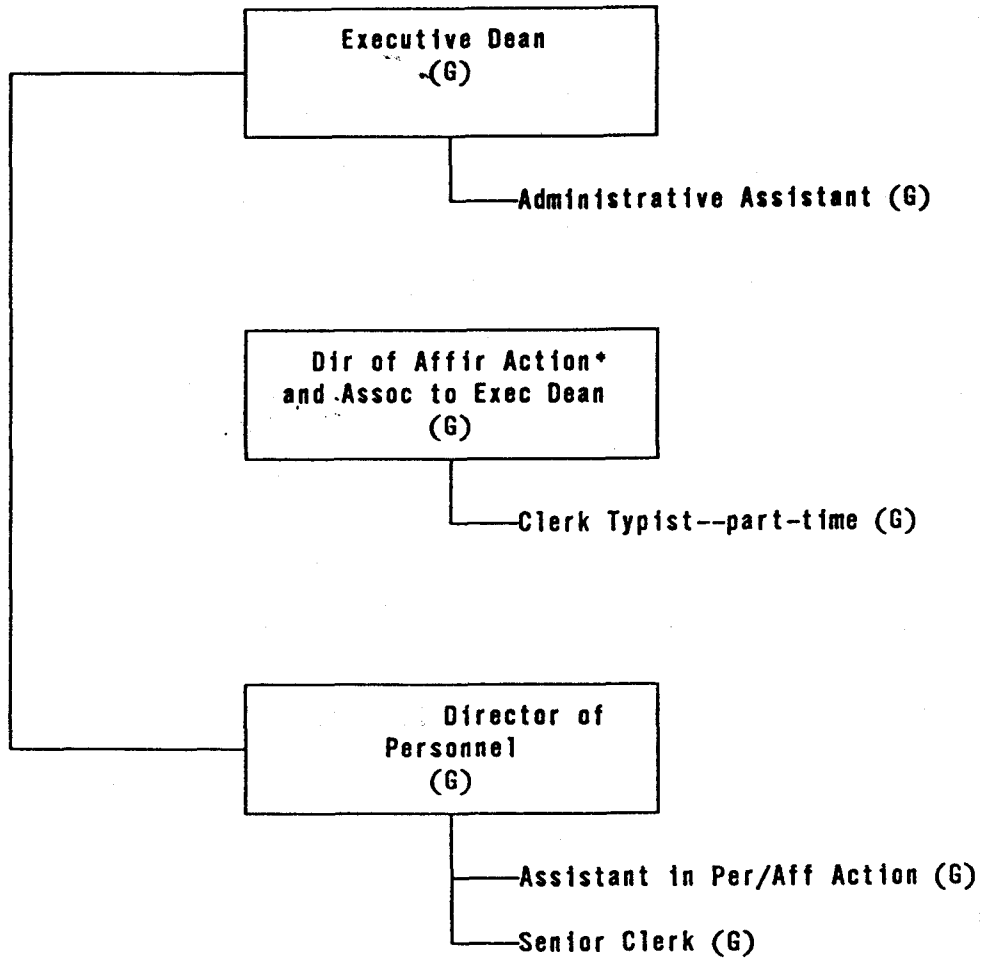
These qualifications may be waived for individuals with appropriate alternate experience.

8/1/89

PROPOSED

Eastern Connecticut State University  
Executive Dean

(See Page 1)

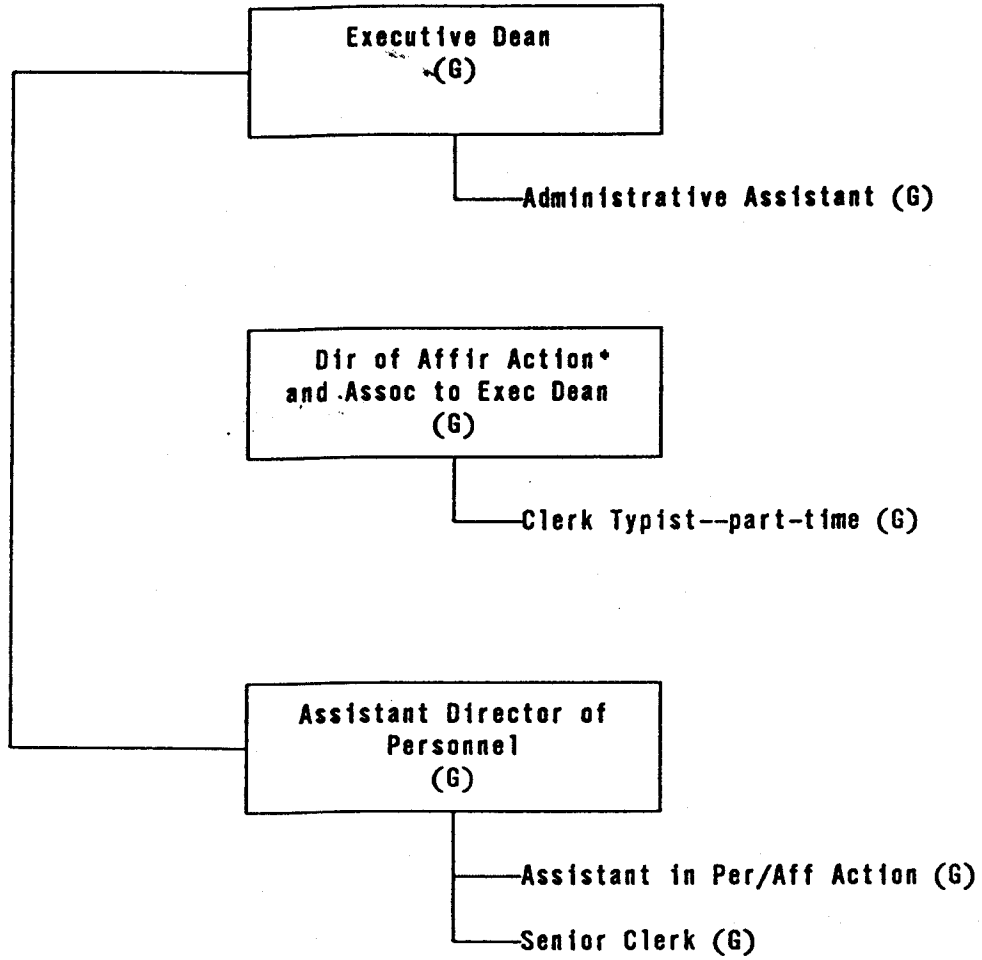


\*Reports to President for Affirmative Action

PRESENT

Eastern Connecticut State University  
Executive Dean

(See Page 1)



\*Reports to President for Affirmative Action