



Connecticut  
State  
University

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#91-122

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR, FISCAL AFFAIRS/ADMINISTRATOR VI  
to  
CONTROLLER/ADMINISTRATOR VII

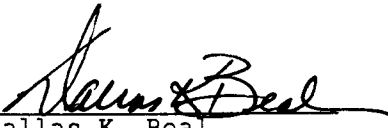
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 6, 1991

RESOLVED, That the position of Director, Fiscal Affairs/Administrator VI at Southern Connecticut State University be reclassified to Controller/Administrator VII, effective September 9, 1991, in accordance with all provisions and expectations set forth in the proposal dated August 20, 1991, 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	8/20/91
BY: CSU	[ ]
CCSU	[ ] SCSU [X]
ECSU	[ ] WCSU [ ]

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (X)	OTHER ( )	DATE EFFECTIVE	Sept. 9, 1991
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]					
POSITION TITLE:	Director of Fiscal Affairs Administrator VI		Controller, Administrator VII		
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	0542	CURRENT SALARY \$ 69,458	PROPOSED SALARY \$ 74,668	FUND Gen.	BARGAINING UNIT -SUOAF-
				FROM	TO

**EXPLAIN THE NATURE OF THE PROPOSAL:**

To reclassify the position of Director of Fiscal Affairs, Administrator VI, to Controller, Administrator VII.

**JUSTIFICATION:** This reclassification will recognize the increased scope and level of responsibility of this position.

On March 1, 1990 the Director of Fiscal Affairs assumed the duties of the Associate Director of Fiscal Affairs, Bursar and an Accountant II. The total annual salary savings associated with the three positions is \$117,662 exclusive of fringe benefit costs. The Director hired a university assistant at an annual rate of \$18,000 and received a temporary 7.5% increase for accepting the increased duties of the Associate Director under SUOAF Article 10.5. The net annual savings accruing to the University is \$94,787.

It would appear that an increase of 7.5% can more than be absorbed from the savings currently being experienced from the vacated positions of Associate Director of Fiscal Affairs, Bursar and Accountant II. Therefore, the reclassification of the Director of Fiscal Affairs to Controller can be achieved without increase cost to the university.

\$ 5,210  
COST OR SAVINGS

James M. Battaglia  
SIGNED (UNIVERSITY)                      8/20/91  
DATE

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

MISCELLANEOUS COMMENTS:  
788

**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
New Haven, Connecticut 06515

**POSITION DESCRIPTION**

**POSITION TITLE:** Controller

**RANK:** Administrator VII

**DEPARTMENT:** Fiscal Affairs

**SUPERVISOR'S TITLE:** Vice President for Finance and Administration

**POSITION SUMMARY:**

Directs the University's fiscal and administrative services operations including budget development, monitoring and control. Serves as the Chief Fiscal Officer of the University in the absence of the Vice President for Finance and Administration.

**POSITION RESPONSIBILITIES:**

Administers the staff and operations of the University's business and financial management functions including budget preparation and management, accounting, and financial reporting, analysis and control. Monitors all personal services expenditures and reconciles all institution payrolls to ensure effective financial control.

Develops and implements financial reporting and control systems and procedures to ensure effective financial management off the University's operating funding including CSU Research Foundation.

Negotiates the University's bookstore management contract, automated teller machine lease operations, indirect and overhead cost rates for federal and other grants; reviews subject operations for compliance with contract specifications; implements appropriate procedural and policy modifications as appropriate. Manages student accident and sickness insurance programs, maintenance of parking fine and vending machine revenue accounts.

Develops, implements and evaluates fiscal policies to ensure appropriate financial oversight of Intercalating Athletics, Financial Aid, Bursar and Cashier.

Represents the University to external agencies to facilitate the administration of the University's financial planning and control responsibilities; keeps current with legislative developments and changes that impact the University's fiscal and business operations.

Establishes policies and procedures and monitors fiscal operations for numerous University programs including summer conferences, institutes and the SCSU Research Foundation.

Reviews existing programs and procedures to identify more efficient and cost effective methods of operations; communicates needs for computerized information systems to the University's data processing department; implements system changes.

Prepares a wide variety of financial and analytical reports to provide current information on the University's financial status; information used in long range planning, contract negotiations, staffing needs and related operational decisions.

Implements and maintains internal audit programs, including petty cash accounts and University ticket operations. Negotiates with external auditors in the preparation of audit reports for State agencies, Federal government, and the NCAA; responds to audit findings; identifies and implements corrective systems if needed.

Supervises the operations of Grants Administration, University Bursar, Cashier, Welfare and Student Activity, Accounting, Accounts Receivable and Payable, Payroll, and related functions.

#### **QUALIFICATIONS:**

Seven years of progressively more responsible experience in Financial Management in Higher Education including the development and implementation of effective financial systems and controls. Demonstrated ability to plan and develop sound financial reporting systems; ability to interpret and administer federal laws, procedures of payroll, purchasing, grant administration and contract administration; demonstrated effective interpersonal skills and strong oral and written communications skills required. A CPA, MBA or Master's Degree in Accounting, Finance, or equivalent is required.

FORM AND PROCEDURES

Position Title Controller, Administrator VII

Campus SCSU Date 8/91

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 Jean M. Bottaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE \_\_\_\_\_

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 Robert Utter Date 8/21/91

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 8/22/91

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC  disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neuber DATE 8/23/91

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 8/28/91

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

OVER FOR APPLICABLE POSITION DESCRIPTION