



**Connecticut
State
University**

Central • Eastern • Southern • Western

BR#92-35

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE FOR BOARD AFFAIRS/EXECUTIVE ASSISTANT TO THE PRESIDENT

to

CSU ADMINISTRATIVE ASSISTANT/SECRETARY TO THE BOARD

at

CONNECTICUT STATE UNIVERSITY

April 3, 1992

RESOLVED, That the position of Associate for Board Affairs/Executive Assistant to the President at the Executive Offices of Connecticut State University be reclassified to CSU Administrative Assistant/Secretary to the Board, effective March 2, 1992, in accordance with the proposal dated March 19, 1992, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>3/19/92</u>
BY: CSU	<input checked="" type="checkbox"/>
CCSU	<input type="checkbox"/>
ECSU	<input type="checkbox"/>
SCSU	<input type="checkbox"/>
WCSU	<input type="checkbox"/>

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (x)	OTHER ()	DATE EFFECTIVE	<u>3/2/92</u>
NATURE OF THE POSITION:	PERMANENT [x]	FULL-TIME [x]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Associate to the Board/ <u>Executive Assistant to the President</u>	0945	CSU Administrative Asst./ <u>Secretary to the Board</u>	0345	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	0020	CURRENT SALARY \$	62,852	PROPOSED SALARY \$	31,000
		FUND	0000	BARGAINING UNIT	Exempt
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

The retirement of Elizabeth A. Higgins necessitated division of her duties between Rebecca Amberg and Dr. Peter Rosa. Mrs. Amberg is promoted to unclassified CSU-Administrative Assistant in recognition of her increased responsibilities.

JUSTIFICATION:

\$(31,852)
COST OR SAVINGS

David C. Neufuss 3/27/92
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

CSU ADMINISTRATIVE ASSISTANT/SECRETARY TO THE BOARD

RANK:

DEPARTMENT: Executive Office

CODE: 0345

P.C. # 0020

SUPERVISOR: President

INCUMBENT: Rebecca M. Amberg

POSITION SUMMARY:

Assist the President and Executive Officer for Government and Board Affairs in all legislative and Board of Trustees activities.

POSITION RESPONSIBILITIES:

Schedule all meetings of the Board including agenda to be followed on the annual visits to each of the four universities.

Prepare the agenda for monthly Board meetings.

Prepare the agenda for monthly Executive Committee meetings.

Record, prepare and distribute minutes of Board and Executive Committee meetings.

Responsible for indexing Board Minutes, Resolutions, Motions.

Update data contained in Board's Policy Book and distribute to Trustees and members of CSU Management Team.

Communicate directly with Trustees concerning the business of the Board.

Prepare correspondence for Board and individual Trustees and CSU President Emeritus.

Carry out special assignments as directed by the President.

Serve as staff for Board searches for University Presidents.

Record the "Notes" of the President's Cabinet.

Backup to Administrative Assistant to the President and Director of Governmental Relations (screen calls, process mail, typing, take notes as requested).

Backup telephone coverage when receptionist is absent.

Provide routine information regarding Board activities to general public, other agencies, campuses and staff.

EDUCATION AND EXPERIENCE:

Four (4) years of experience above the routine clerk level in office support or secretarial work. Two (2) of the years must have been at the level of a secretary or administrative assistant. A Bachelor's or Associate's Degree in Secretarial Science or Business Management may be substituted for two years of the general experience. A combination of experience and college training totalling four (4) years, including the two (2) years of special experience, will be considered.

SPECIAL NOTATIONS: 3-2-92