



Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF GOVERNMENTAL RELATIONS

to

EXECUTIVE OFFICER FOR GOVERNMENTAL AND BOARD AFFAIRS

at

CONNECTICUT STATE UNIVERSITY

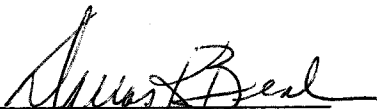
April 3, 1992

WHEREAS, Peter M. Rosa, the incumbent of the position of Director of Governmental Relations, having demonstrated the knowledge, skill, and ability to assume additional responsibility within the Office of the President, has been assigned additional duties regarding Board Affairs; now, therefore, be it

RESOLVED, That the position of Director of Governmental Relations at the Executive Offices of Connecticut State University be reclassified to Executive Officer for Governmental and Board Affairs effective April 3, 1992, in accordance with the proposal dated March 20, 1992, which is attached as an addendum to this resolution; and, be it further

RESOLVED, That Dr. Rosa be reclassified accordingly, at a biweekly salary rate of \$2,643.68 (\$69,000 annualized).

A Certified True Copy:


Dallas K. Beal
President



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Opportunity
Employer

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**CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM**

SUBMITTED <u>3/20/92</u>
BY: CSU <input checked="" type="checkbox"/>
CCSU <input type="checkbox"/> SCSU <input type="checkbox"/>
ECSU <input type="checkbox"/> WCSU <input type="checkbox"/>

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (x)	OTHER ()	DATE EFFECTIVE	<u>4/3/92</u>
NATURE OF THE POSITION: PERMANENT [x] FULL-TIME [x] TEMPORARY [] PART-TIME []					
POSITION TITLE:	Director of Governmental Relations		Executive Officer for Governmental & Board Affairs		
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARGAINING UNIT	
<u>0008</u>	<u>\$65,117</u>	<u>\$69,000</u>	<u>0000</u>	<u>Exempt</u>	<u>Exempt</u>
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

Some of Elizabeth A. Higgins' duties have been assigned to Dr. Rosa as well as Rebecca Amberg. The salary increase proposed reflects additional responsibilities.

JUSTIFICATION:

\$ 3,883 (annualized)

COST OR SAVINGS

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

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

MISCELLANEOUS COMMENTS:

CSU Administration

CSU Executive Officer for Government and Board Affairs

RANK:

DEPARTMENT: Executive Office

CODE: 3503

P.C. # 0008

SUPERVISOR: President

INCUMBENT NAME: Peter Rosa

POSITION SUMMARY:

As a member of the Connecticut State University Executive Staff, the incumbent reports directly to the President and is responsible for the direction, coordination and supervision of the Connecticut State University's legislative and Board of Trustees activities.

POSITION RESPONSIBILITIES:

Monitors governmental issues of significance to the Connecticut State University, keeps the President and the system's executive leadership informed of the status of these issues, and coordinates the system response.

Plans and develops strategies and programs to promote effective relationships with legislative and executive branch officials and their staffs.

Maintains liaison with members of the United States Congress, the Connecticut General Assembly, the Executive Branch of state government and the Board of Trustees.

Assists in developing the system's position on governmental issues.

Drafts testimony and proposed legislation for the President and the system's executive leadership.

Prepares policy studies, reports and analyses.

Oversees the preparation of the agenda for monthly meetings of the Board of Trustees.

Communicates directly with Trustees concerning the business of the Board and prepares correspondence for the Board and individual Trustees.

Informs the appropriate officials within the CSU system and state agencies of decisions reached by the Board and policies developed by the Board.

Supervises the monthly updating of data contained in the Board's Policy Book dispersing this information to Trustees and members of the CSU Management Team.

Performs research assignments for members of the Executive Staff and university system when questions arise as to past or current Board policies and procedures.

Advises the President of current and past Board decisions.

Responds to public inquiries concerning Board action.

Is responsible for compliance with the Freedom of Information Act relative to Board decisions.

Coordinates all Board searches for University Presidents.

Carries out special assignments as directed by the President.

Performs related activities as assigned by the President.

EDUCATION AND EXPERIENCE:

Considerable knowledge of the State legislative process; considerable knowledge of Board of Trustees' and agency's operations and procedures; knowledge of State and Federal laws, statutes and regulations; knowledge of research techniques; ability to interpret, analyze and prepare legislation; ability to determine the application and impact of proposed legislation on the agency; considerable ability in oral and written communication; excellent interpersonal skills.

SPECIAL NOTATIONS: 03-20-92