



STATE OF CONNECTICUT

BOARD OF TRUSTEES FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

RESOLUTION

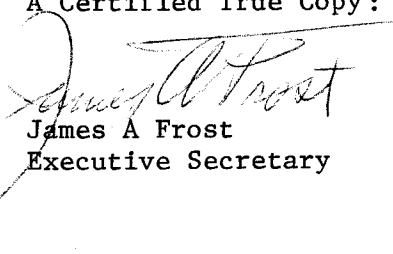
concerning

CENTRAL OFFICE STAFF POSITION

September 3, 1976

- WHEREAS, The State Personnel Department on April 1, 1952 did establish the classification of Administrative Assistant (Unclassified), and
- WHEREAS, The specifications for said position permit an agency such as the Board of Trustees for the State Colleges to have an Administrative Assistant, particularly one who assists in the administration of specific business activities and related work, and
- WHEREAS, In the office of the Executive Officer for Finance and Management there is need for an Administrative Assistant to aid in central office management, accounting, budget preparation, fiscal analysis, management information systems, management indices, capital projects planning, supervision over collection of National Direct Student and Nursing Loans, and
- WHEREAS, The accomplishment of said tasks and more require the service of a person well trained and well experienced in finance and management, who possesses knowledge of office management, personnel management, budget procedures, familiarity with State agencies, ability to prepare and interpret statistical reports, supervisory skills, and who can deal effectively with college officials and the public, be it
- RESOLVED, That the Board of Trustees for the Connecticut State Colleges, acting under the authority of Sections 10-109b and 10-325 of the General Statutes, hereby establishes the unclassified position of Administrative Assistant to the Executive Officer for Finance and Management, in Salary Group 10, and be it further
- RESOLVED, That Mrs. Rita Levy, presently employed in the Central Office in the classified position of Typist II, in Salary Group 4, Step 2, possessing the qualifications that meet the specifications, be advanced to the position of Administrative Assistant (Unclassified) effective immediately

A Certified True Copy:


James A Frost
Executive Secretary



STATE OF CONNECTICUT

COMMISSION FOR HIGHER EDUCATION

P.O. Box 1320

HARTFORD, CONNECTICUT 06101

AREA CODE 203 566-3912

RECEIVED

OCT 12 1976

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

October 6, 1976

Dr. James A. Frost
Board of Trustees for State Colleges
P.O. Box 2008
New Britain, Connecticut 06050

Dear Dr. Frost:

In Executive Session at the Commission for Higher Education meeting on Tuesday, October 5, 1976, a quorum being present and voting, SC-12, a resolution to establish the unclassified position of Administrative Assistant in the central office of the Board of Trustees for State Colleges and to name Mrs. Rita Levy to that position was approved.

Resolution SC-9 disapproved a change in the title of the Executive Assistant position in the central office of the Board.

I hereby certify that these are true copies of the resolutions.

Sincerely yours,

W. Robert Bokelman
Director

WRB:ja

Enclosures

CC: Ms. Sandra Biloon, Personnel and Administration
Mr. Zalman Bass, " " "
Mr. Richard Goldberg, " " "
Mr. James Poloshian, Budget Division
Auditors of Public Accounts

2-23
7A

RESOLVED that the Commission for Higher Education, subject to its responsibilities contained in Section 10-324 of the 1975 version of the General Statutes, approve the request of the Board of Trustees for State Colleges to establish the unclassified position of Administrative Assistant in the central office of the Board and to name Mrs. Rita Levy to that position.



Louis Rabineau, Chancellor
Commission for Higher Education

10/5/76
Executive Session



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

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TEL. HARTFORD: 203-566-7373

August 25, 1976

Dr. Louis Rabineau
Chancellor
Commission for Higher Education
340 Capitol Avenue
Hartford, CT. 06115

Dear Dr. Rabineau:

Acting under the provisions of Sections 10-109b and 10-325 of the General Statutes, the Executive Committee of the Board of Trustees for State Colleges unanimously established the position of Administrative Assistant to the Executive Officer for Finance and Management. The position will be placed in unclassified status, salary group 10, which is deemed comparable to Code 0081 unclassified positions established by the Personnel Policy Board.

Attached hereto is the resolution that will be recommended by the Executive Committee to the Board of Trustees at its September 3, 1976 meeting, together with the justification for the position. Please bear in mind the extremely low cost in effecting this personnel transaction, especially our plan to cancel a Typist II position, via Form 14 action, as a "trade-off".

I strongly urge your favorable action, allowing retroactivity to August 27, 1976.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "JAF".

James A. Frost
Executive Secretary

JAF/FWR/b
enclosures

Interdepartment Message

SAVE TIME: *Handwritten messages are acceptable.*
 Use carbon if you really need a copy. If typewritten, ignore faint lines.

-201 REV. 3/73 STATE OF CONNECTICUT

To	NAME Dr. James A. Frost	TITLE Executive Director for	DATE July 27, 1976
	AGENCY Board of Trustees for the Connecticut State Colleges	ADDRESS State Colleges	
From	NAME Mr. Frederic W. Rossomando	TITLE Executive Officer for Finance and Management	TELEPHONE
	AGENCY	ADDRESS	

SUBJECT Ms. Rita Levy - Justification for Appointment to Administrative Assistant (Unclassified)

The State Personnel Department established the unclassified Administrative Assistant position on 1 April 1952, amending the specifications on 26 June 1970. The classification was pegged on the compensation plan at salary group 10.

In general, the specs permit a large agency such as ours, to have an Administrative Assistant, particularly one who assists in the administration of specific business activities and related work and who may supervise a few clerical personnel. In office management matters, the Assistant prepares records, reports and documents, directs the filing system and answers inquiries. In accounting matters, financial records are maintained and forwarded to either the Comptroller or the Auditors of Public Accounts. In matters affecting budget preparation, particularly as affects our operations, budget requests are discussed with the Vice-Presidents for Administrative Affairs and College Business Managers, unit requests are tabulated, budget documents are prepared and eventually forwarded to CHE and Budget.

The Administrative Assistant must have a full knowledge of office management, personnel management, budgeting procedure, familiarity with State agencies, ability to prepare and interpret statistical reports, deal effectively with the public and possess supervisory ability.

In my opinion, Ms. Rita Levy, possesses the knowledges, skills and abilities in the areas above cited. In the short time that I have been on board, she has truly become my right arm. It is almost impossible to recite of her long hours, loyalty and devotion to the work and charge of the Board of Trustees and its Executive Staff. The cost is, indeed, small. Her present salary as a Typist II, Salary Group 4, Step 2 is \$6,167. As an Administrative Assistant, Salary Group 10, Step 1, the annual salary would be \$7,797. Thus, we are talking about an increase of \$1,630 annually, less an amount of \$298, bi-weekly until the appointment becomes effective. I dare say that if Ms. Levy were to be paid for overtime, which she rightfully could claim, particularly during the period in filling the vacancy caused by Dr. Clow's retirement, and in the months ahead, the cost would exceed the salary group increase by many hundreds.

I respectfully request that all due consideration be given to advancing Ms. Levy to the position of Administrative Assistant (Unclassified) at the earliest possible date.

One final note - the Typist II position is classified. For all intents and purposes Ms. Levy is a permanent employee. Such permanence is not possible as an unclassified employee. This is a risk fully understood by Ms. Levy.

FWR/1

0081

Effective

S.G. 10

Item No. 7251c

JUN 26 1970

ADMINISTRATIVE ASSISTANT (UNCLASSIFIED)

GENERAL STATEMENT OF DUTIES: In a large State agency, assists in the administration of specific business activities; in a small State agency, administers all business activities; does related work as required.

SUPERVISION RECEIVED: Works under the supervision of an Executive Assistant or other administrative officer; in a small agency, usually works under the direction of the agency head.

SUPERVISION EXERCISED: May supervise a few clerical personnel.

EXAMPLES OF DUTIES: In office management matters, prepares records, reports and documents and performs related clerical work; may assign work to and supervise clerical personnel covering these duties; directs the filing system; answers inquiries. In accounting matters, maintains or supervises the maintenance of accounting records, forwards records to the Comptroller, discusses records with the representative of the Auditors' Office. In budget matters, discusses budget requests with division heads; supervises the tabulation and discusses the request with the agency head; prepares the justification and furnishes information regarding it to the Budget Division. In Personnel matters, discusses personnel needs with division head; forwards requests for certification to the Personnel Department; interviews new employees and maintains payroll records. ~~In public relation matters interviews visitors; prepares news releases and the regular and special reports of the agency. In purchasing matters, obtains bids when authorized or forwards requests to the Supervisor of Purchases.~~

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office management; familiarity with purchasing and inventory principles and methods; familiarity with budgeting, personnel management, public relations, and accounting principles and methods; familiarity with administrative law; familiarity with ~~trends in State government with particular reference to State~~ agencies; some ability to prepare and interpret statistical reports; some ability to interpret legal statutes and rules; ability to deal effectively with the public; ability to prepare reports; supervisory ability.

EXPERIENCE AND TRAINING: Not less than five (5) years' employment in responsible office work in a grade not lower than Clerk, Grade III

OR

one (1) year of college credit substituted for each year of experience up to a limit of four (4) years and one (1) years' employment of the above type

Page 2

ADMINISTRATIVE ASSISTANT (continued)

or

an equivalent combination of experience and training.

This cancels the existing specification in the same class in Salary Group 9 approved effective April 1, 1952.

6-11-70