



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
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SCR#78-11
See 79-37
(01-F Sec 1-Tab 21)

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Eastern Connecticut State College

Assistant to Grants Administrator, Administrator I

February 3, 1978

RESOLVED, That the position, Assistant to Grants Administrator, Administrator I, be established at Eastern Connecticut State College effective February 3, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 25, 1978.

A Certified True Copy:

James A. Frost
Executive Director

PERC
1/25/78

Interdepartment Message

STO-200 REV. 11/73 (Stock No. 6938-050-01)

SAVE TIME: Handwritten messages are acceptable.

Use carbon if you really need a copy. If typewritten, ignore faint lines.

To	NAME <i>CMR</i>	TITLE	DATE <i>1-17-78</i>
	AGENCY	ADDRESS	
From	NAME <i>E. J.</i>	TITLE	TELEPHONE
	AGENCY	ADDRESS	

SUBJECT *Eastern Admin I Title TV*

This is an altogether new position for the system. I've checked and found no other comparos with a similar title or function. The position is durational + will end on 9-7-78 when funds terminate. The position is 1.6 hrs per week + therefore is not in the bargaining unit. I see no problems.

OK cmr

SAVE TIME: If convenient, handwrite reply to sender on this same sheet.

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

RECEIVED
JAN 17 1978

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb
(President)

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

Concerning: XX New Position, Existing Position (Vacant/Filled)

1. Proposal: Part-time Administrator I for project involving municipal agents for the elderly and commissions on aging in area III agency on aging under training older Americans Act - Title IV

2. Proposed Position:

Title/Rank	<u>Asst. to Grants Administrator - Administrator I</u>				
	<u>2631.</u>	<u>Federal</u>			
<u>12</u>	<u>18/35 of full time</u>	<u>Title IV</u>	<u>None</u>	<u>2/10-9/7/78</u>	<u>(P)</u> - Durational
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit	Temp. or	Permanent
Full-Part-Time					

3. Summary of Function (attach required job description)

Incumbent will assist administrator of the grant in administrative functions as follows: Work with government official and agencies to develop programs for the aged.

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

To assist in implimentation of grant funds in providing programs to develop services for the aged.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Part-time position will be for 18 hours per week and will not be subject to union sign-off.

Michael Bernal

For Central Office Use

NA Consultation with Bargaining Unit Completed

Approved:

1. For Submission to PERC *[Signature]*
2. By Committee/Board *[Signature]* 1/25/78

Comments:

(Date)

(Signature)

JOB DESCRIPTION

1. To assist project director to implement project proposal training municipal agents and commissions on aging.
2. To work with governmental agencies to implement project.
3. To keep all records - attendance, financial and professional- required for quarterly and final reports for the State Department of Aging.
4. To develop and organize with the assistance of the project director the six courses as stated in the project; develop promotional and recruitment materials; assist the director; hire course instructors; administer the course program.
5. To develop and implement evaluation procedures for the project.
6. To prepare and write the final report with approval of the project director.
7. To assist in developing a training manual for municipal agents.