



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

AUTHORIZING RESOLUTION

concerning

The Change of a Current Classified Position

PERSONNEL OFFICER II, CENTRAL OFFICE

To an Unclassified Position

ASSOCIATE FOR FACULTY AND STAFF AFFAIRS

August 14, 1979

RESOLVED, That the classified position, Personnel Officer II at the Central Office be changed to an unclassified position, Associate for Faculty and Staff Affairs, effective August 14, 1979, in accordance with all provisions and expectations as set forth in the proposal dated August 9, 1979, which is attached as an addendum to this Resolution, and be it further

RESOLVED, That the incumbent in the current position, Mr. Edward Dombroskas, effective August 14, 1979, assume the duties and receive the salary of the new position, Associate for Faculty and Staff Affairs.

A Certified True Copy:

A handwritten signature in cursive script, reading "James A. Frost", written over a horizontal line.

James A. Frost
Executive Director



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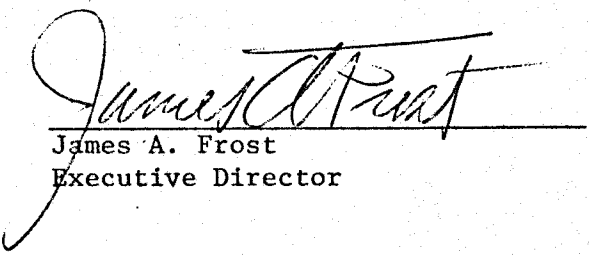
AMENDMENT TO BOARD RESOLUTION #79-74
concerning
MR. GERALD J. MCCANN, ACTING DIRECTOR OF MANAGEMENT SYSTEMS
and
AMENDMENT TO BOARD RESOLUTION #79-114
concerning
MR. EDWARD DOMBROSKAS, ASSOCIATE FOR FACULTY AND STAFF AFFAIRS

October 5, 1979

WHEREAS, Board Resolutions #79-74 and #79-114 omitted reference to fringe benefits to be accorded Mr. Gerald J. McCann and Mr. Edward Dombroskas, be it

RESOLVED, That effective July 1, 1979, Mr. Gerald J. McCann, and effective August 14, 1979, Mr. Edward Dombroskas, shall be entitled to vacation allowance, holiday, sick leave, personal leave days, travel, and other fringe benefits inclusive of the provisions for longevity payments and retirement benefits as enumerated in the collective bargaining agreement reached with the Administrative Faculty.

A Certified True Copy:


James A. Frost
Executive Director

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

Executive Officer for Faculty and Staff Affairs

From: NA Connecticut State College, NA
President

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

1. Proposal: Change the classified position, Personnel Officer 2, to an unclassified position Associate for Faculty & Staff Affairs and thereby place the post under the direct authority of the Board of Trustees. The incumbent, Mr. Dombroskas, will continue his services under the new position, title and salary.
2. Proposed Position:

Title/Rank Associate for Faculty and Staff Affairs

<u>12 mo., FT, Perm</u> 10 or 12 mo. Full-Part-Time Temp. - Perm.	<u>\$25,000</u> Salary Level	<u>General Fund</u> Fund (Gen., Ed. Ext., Aux.)	<u>Management/Exempt</u> Bargaining Unit
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3. Summary of Function (attach required job description)

See attached job description.

4. Rationale for Altering or Establishing Position

The personnel functions served in the current Personnel Officer 2, are closely allied to the responsibilities served by the Executive Officer for Faculty and Staff Affairs. The proposed change will enhance the effective delivery of the services rendered through each position in a fully coordinated pattern.

5. Conditions of Employment if Changed or Different from Norm.

None

Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:

1. For Submission to PERC August 9, 1979
2. By Committee/Board _____

Comments:

(Date)

(Signature)

CONNECTICUT STATE COLLEGES

Job Description

Title: Associate for Faculty and Staff Affairs

Summary of Position: Responsible for the administration of the Connecticut State Colleges personnel system at the Central Office level for both unclassified and classified employees, including assigned responsibilities in collective bargaining, contract administration, grievance processing, and affirmative action affairs.

Supervision received: Works under the general direction of the Executive Officer for Faculty and Staff Affairs who reviews work for effectiveness and conformance with policy.

General Statement of Duties: Coordinates the personnel management program of the Connecticut State Colleges; advises State College Deans of Personnel Administration and College Personnel Officers on personnel policies and procedures in accordance with Board of Trustees resolutions, policies and directives, State Statutes, rules and regulations of the Personnel Division of the Department of Administrative Services; handles all grievances at the Step II level involving classified personnel and assists in the grievance process for unclassified professionals; serves on and assists the Executive Officer for Faculty and Staff Affairs in the Employee Relations Advisory Committee, and the Personnel Employee Relations Committee; researches and develops statistical data relative to personnel; consults with the Executive Officer for Finance and Management on matters concerning interface of personnel/financial matters; serves as Personnel Officer for the Board of Trustees in securing classified staff; researches, prepares and monitors the affirmative action plan for the Central Office; represents Central Office and/or the Colleges on state-wide committees concerned with improving personnel administration; does related work as required.

Knowledge, Skill and Ability: Thorough knowledge of principles of public personnel administration; thorough knowledge of the principles and techniques of personnel management involving large numbers of employees; ability to interpret rules and regulations promulgated by the Board of Trustees and the State Personnel Division; ability to analyze personnel problems and recommend effective remedies; ability in oral and written communications; ability to establish and maintain cooperative relations with College officials, associates, employees, and the general public.

July 11, 1979
cmr/PERC

BOARD OF TRUSTEES FDE STATE COLLEGES
Recommended Unclassified Personnel Changes

CCSC ECSC SCSC WCSC X CO

Date August 14, 1979

Personnel Officer: _____
(Signature)

Authorized By: [Signature]
(Approved Signature)

Action Categories and Name of Employee	Employee Number	Rank	Bi-Weekly Salary		Effective Date	SCI Number
			(From)	(To)		
REASSIGNMENT Edward D. Dombroskas	157826	Associate for Faculty & Staff Affairs	717.99	957.85	8/14/79	To follow

Reviewed By: _____

Date of Board Approval: _____

Signature: _____

Date: _____