



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

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RESOLUTION


concerning

Revised Classification of Secretarial Positions
Assigned to Management Personnel at the Connecticut State Colleges

January 9, 1980

- WHEREAS, Collective Bargaining and the status of secretarial employees serving management exempt personnel in the Connecticut State Colleges has generated many concerns on the part of both the secretarial staffs and the management team, and
- WHEREAS, The Personnel Division of the Department of Administrative Services has recently redefined the clerical positions commonly used in state service and as a result brought about the need for a number of staffing changes in order to properly reflect actual responsibilities as they relate to job descriptions, and
- WHEREAS, In a review of the concerns and of the redefined clerical positions, it has been determined that an inequity exists for many of the secretarial staff serving management positions in a confidential capacity in that the level of responsibility served is not appropriately reflected in either the position class or the salary level, and
- WHEREAS, The Trustees seek to remedy such inequities as exist and achieve a proper secretarial position classification system congruent with the levels of responsibility operational within the management structure of the Colleges, and
- WHEREAS, The Trustees do not have ultimate authority over the determination of position classifications of its secretarial employees and thus must seek such changes as it deems required through the Personnel Division of the Department of Administrative Services, therefore be it
- RESOLVED, That the Trustees approve the classification as identified in the addendum and authorize the Executive Director to submit it to the Director of Personnel and Labor Relations for review and recommendation, and
- RESOLVED, That the Executive Director is hereby authorized to implement those classification alterations deemed appropriate upon the review and approval of the Director of Personnel and Labor Relations.

A Certified True Copy:


James A. Frost
Executive Director

CONNECTICUT STATE COLLEGES CONFIDENTIAL CLERICAL PATTERN

| <u>Management Position</u> | <u>Target Class</u> |
|---|--------------------------|
| Vice President for Administrative Affairs | Executive Secretary I |
| Vice President for Academic Affairs | Executive Secretary I |
| Dean Students | Executive Secretary I |
| Executive Dean | Executive Secretary I |
| Dean Business | Administrative Secretary |
| Dean Arts & Sciences | Administrative Secretary |
| Dean Graduate Studies | Administrative Secretary |
| Dean Extended Program | Administrative Secretary |
| Dean Personnel | Administrative Secretary |
| Dean Technology | Administrative Secretary |
| Dean Education | Administrative Secretary |
| Executive Assistant to the President | Senior Secretary |
| Director of Public Affairs (where exempt) | Senior Secretary |
| Director of Research (where exempt) | Senior Secretary |

January 2, 1980