



# STATE OF CONNECTICUT

## BOARD OF TRUSTEES

### FOR THE STATE COLLEGES

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#### AUTHORIZING RESOLUTION

concerning

Establishment of a New Position  
at  
Central Connecticut State College


Associate Affirmative Action Officer/Administrator II

May 1, 1981

RESOLVED, That the vacant position of Compliance and Non-Discrimination Officer Supportive Services/Administrator III, at Central Connecticut State College be abolished, and be it further

RESOLVED, That the position, Associate Affirmative Action Officer/Administrator II, be established at Central Connecticut State College effective May 1, 1981, in accordance with all provisions and expectations as set forth in the proposal dated April 3, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

UNCLASSIFIED POSITION SUMMARYTitle: Associate Affirmative Action Officer/Administrator IIFund: GeneralPosition Type: Permanent X Part-time \_\_\_\_\_Effective Date: May 1, 1981Cost: Savings of \$3,650 annuallyCampus: Central CT State College

## Proposal:

To downgrade the existing position of Compliance and Non-Discrimination Officer/Administrator III to Associate Affirmative Action Officer/Administrator II with an appropriate downgrading of duties and compensation.

## Summary:

This reclassification from Administrator III to Administrator II (III new) reflects a reorganization of the Affirmative Action Office to take advantage of a unique opportunity to share with UCONN Health Center the expert services of their new Director of Affirmative Action. By contracting with UCHC for high level expertise we can reduce our full-time position to an entry level professional post. Old and new job descriptions are attached.

Date: April 3, 1981

## Position Description

Position Title: Associate Affirmative Action OfficerAdministrative Rank Administrator II (new IV)Department: Affirmative Action OfficeSupervisor(s) Position/Title Assistant to President for Affirmative  
Action and E.E.O.

## POSITION SUMMARY:

Assists Affirmative Action Consultant in operation of AA/EEO by providing staff support in review of position announcements, processing of affirmative action records, preparation of statistical data in intake interviewing of affirmative action complaints. Works under direct supervision of Affirmative Action Consultant.

## POSITION RESPONSIBILITIES:

1. Opens office and maintains coverage during regular College business hours.
2. Supervises clerical staff.
3. Reviews, edits, and refers as appropriate affirmative action documents and position announcements.
4. Receives and posts external position announcements.
5. Maintains file of unsolicited resumes.
6. Prepares and keeps current protected group files for internal equal opportunity notification.
7. Maintains statistical records of personnel actions relating to numerical goals of the affirmative action plan.
8. Answers questions and provides basic counseling concerning affirmative action and equal employment opportunity.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

POSITION RESPONSIBILITIES: (Cont'd.)

Qualifications:

Required

- Bachelor's degree
- Demonstrated ability to make objective, mature judgments under pressure
- Demonstrated writing skill
- Statistical competence

Desired

- Master's degree in a relevant field
- Demonstrated counseling skills
- Experience in affirmative action program administration
- Experience in higher education administration

REVIEW AND APPROVAL:

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of \_\_\_\_\_.

Date

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Campus JA Committee