

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700



RESOLUTION


concerning

Establishment of a Part-time General Fund Position
at
Eastern Connecticut State University
Affirmative Action Officer/Administrator V

January 6, 1984

RESOLVED, That a part-time general fund position,
Affirmative Action Officer/Administrator V,
be established at Eastern Connecticut State
University effective January 6, 1984, in
accordance with all provisions and expect-
tations as set forth in the proposal dated
November 22, 1983, which is attached as an
addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: AFFIRMATIVE ACTION OFFICER (Part-time)

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME _____ PART-TIME XX

EFFECTIVE DATE: 1/6/84 BARGAINING UNIT none

COST: \$14,000 (corrected 1/12/84)

PROPOSAL: To create a part-time (up to 19 hours per week) position of Affirmative Action Officer to provide all affirmative action, equal opportunity, and non-discrimination services to the University. This position is needed to bring Eastern in line with latest statutory developments in Connecticut involving affirmative action guidelines in both the employee and student areas.
At the present time there is no single staff person allocated for the affirmative action function. In our recent accreditation visit it was also pointed out that the lodging of the affirmative action function in the DPA position represents a conflict for the Univ.

SUMMARY: Please see attached job description

Roy H. Meralli for Dr. Webb

DATE: 11/22/83

BY: Michael Bernal

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: AFFIRMATIVE ACTION OFFICER (Part-time)

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME _____ PART-TIME XX

EFFECTIVE DATE: 1/6/84 BARGAINING UNIT none

COST: \$14,000 (20/35 of \$24,000) See corrected copy as of 1/12/84

PROPOSAL: To create a part-time (up to 19 hours per week) position of Affirmative Action Officer to provide all affirmative action, equal opportunity, and non-discrimination services to the University. This position is needed to bring Eastern in line with latest statutory developments in Connecticut involving affirmative action guidelines in both the employee and student areas.

At the present time there is no single staff person allocated for the affirmative action function. In our recent accreditation visit it was also pointed out that the lodging of the affirmative action function in the DPA position represents a conflict for the Univ.

SUMMARY: Please see attached job description

DATE: 11/22/83

Roy H. Meralli for Dr. Webb
BY: Michael Pennel

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Affirmative Action Officer

ADMINISTRATIVE RANK: V

The Affirmative Action Officer under the general supervision of the President and the immediate director of the Dean of Personnel Administration, the Affirmative Action Officer is responsible for the following.

1. Advises the President on all matters of Affirmative Action, Equal Opportunity and Non-Discrimination, including Sexual Harassment and Title 504 issues.
2. Coordinates the activities of and keeps records for all campus hearing boards involved with non-discrimination issues.
3. Serves as ex-officio member of the Affirmative Action Advisory Committee.
5. Prepares the University Affirmative Action Plan including all updates required by University, State, or Federal Officials.
6. Advises department heads and university administrators on affirmative action, equal opportunity, and non-discrimination procedures and requirements as they relate to employee recruiting and state recruitment and retention.
7. Reviews agency hiring plans and reports for compliance with Affirmative Action Regulations.
8. Provides technical assistance to search committees and other hiring officials.
9. Prepares personnel and affirmative action statistical reports as requested.
10. Maintain liaison with affirmative action agencies, contractors, businesses, and other institutions to insure compliance.
11. Develops strategies for implementing affirmative action grievances of the University.
12. Attends conferences and workshops as required.
13. Categorizes and updates all federal, state, and University regulations pertaining to affirmative action and equal employment opportunity and communicates changes to appropriate University officials and department heads.
14. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibilities of the position.

Qualifications

Master's Degree preferred. Some statistical analysis work preferred. Two to three years experience in higher education required.

MP/emb
11/22/83