

 THE CONNECTICUT STATE UNIVERSITY

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

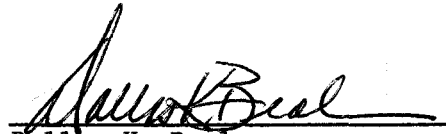
RESOLUTION
concerning
THE RECLASSIFICATION OF THE POSITION, EXECUTIVE SECRETARY II
TO THE UNCLASSIFIED CONFIDENTIAL POSITION
of
CSU SECRETARIAL ASSISTANT

July 26, 1985

RESOLVED, That the four confidential positions of Executive Secretary II in the Connecticut State University (CSU) Executive Offices be reclassified to the unclassified confidential position entitled Connecticut State University Secretarial Assistant under the jurisdiction of the Board of Trustees for the Connecticut State University, and be it further

RESOLVED, That the current incumbents, as well as future appointees to these four positions, will be eligible for all benefits as are now available to Unclassified Management and Confidential employees under the Personnel Policies of the Board of Trustees; and further, they will retain all previously accrued benefits as well as "return rights" provided under Connecticut General Statutes 5-236.

A Certified True Copy:


Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

| | |
|-----------|-------------------|
| Submitted | June 14, 1985 |
| Date | |
| By: | CSU (X) |
| | CCSU () ECSU () |
| | SCSU () WCSU () |

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POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE July 26, 1985 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: Executive Secretary II (Unclassified) CSU Secretarial Assistant (Unclassified)
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: ** CURRENT SALARY ** PROPOSED SALARY ** FUND General BARG UNIT Exempt Exempt
 from to

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The continuing growth of the Connecticut State Universities, as reflected in increased enrollments, broadened academic programs, expanded student services, and rising costs of payrolls and operating budgets has, as an obvious corollary, generated new and more complex demands on the CSU Administration Officials. This increased burden is mitigated considerably by the Executive Secretaries who, because of their specialized professional expertise, are capable of dispensing with many of these problems thereby freeing the CSU Officials to tend to the more tangled issues requiring their attention.

To recruit and retain this excellence of performance required of secretaries to CSU Chief Executive Officers, it is necessary that these officials have greater flexibility in the selection of those candidates best qualified to serve as their confidential secretaries. It is recommended, therefore, that these positions be retitled "CSU Secretarial Assistant" and placed in the "Unclassified" service under the Board of Trustees. It is further recommended that the incumbent Executive Secretary II's, as listed on separate action forms attached hereto, be reassigned this new class; and, also, be accorded all benefits as are currently available to Unclassified Management and Confidential personnel under the Board. Approximate cost of reclassification - none.

- * Unclassified service under jurisdiction of State Personnel Department
- ** Individual data listed separately (att.)

Signed (University)

Date