



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

CHANGE OF POSITION

ASSOCIATE IN ACADEMIC AFFAIRS/ADMINISTRATOR V

to

SCHEDULING OFFICER/ADMINISTRATOR V

at

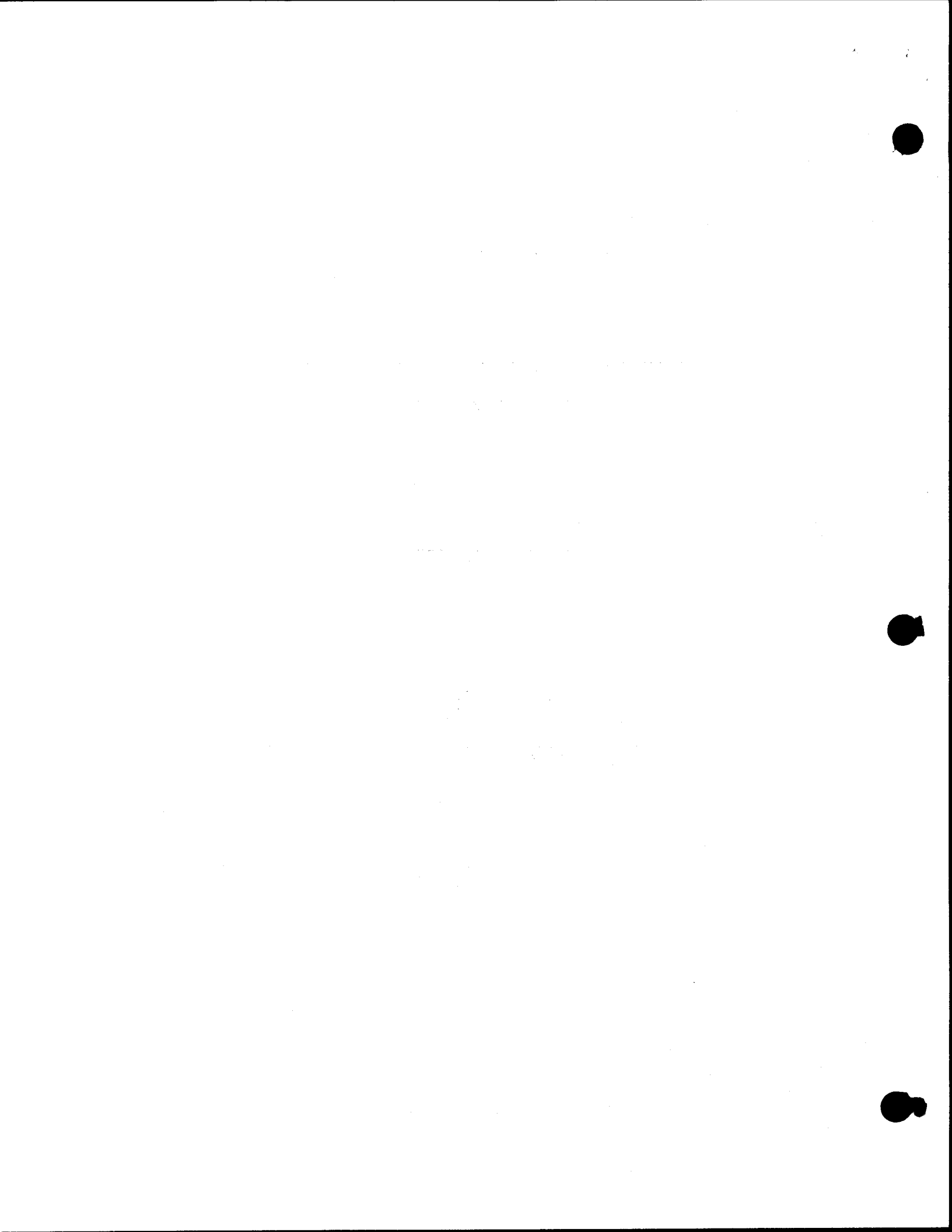
EASTERN CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That the position, Associate in Academic Affairs/
Administrator V at Eastern Connecticut State
University be changed to Scheduling Officer/
Administrator V, effective June 5, 1987, in
accordance with all provisions and expectations as
set forth in the proposal attached as an addendum
to this Resolution.

A Certified True Copy:

Dallas K. Beal
President



CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 8/10/87

POSITION ACTION REQUEST

POSITION		DATE	PERM(XX)	FT(XX)
ACTION:	ESTABLISH () RECLASSIFY ()	EFF. <u>6/5/87</u>	TEMP()	PT()
	ABOLISH () OTHER (XX)			

POSITION	TITLE: <u>Associate in Academic Affairs/Ad. 5</u>		<u>Scheduling Officer/Ad. 5</u>	<u>7921</u>
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE

POSITION	CURRENT	PROPOSED	BARG	
NUMBER <u>1341</u>	SALARY <u>1712.27</u>	SALARY <u>Same</u>	UNIT <u>SUOAF</u>	<u>Same</u>
	SALARY <u>(44,690.00)</u>	FUND <u>Gen.</u>	From	To

RESOLUTION

BR# _____

RESOLVED, That the title and duties of the present Associate in Academic Affairs (Administrator 5) be changed to Scheduling Officer (Administrator 5).

A Certified True Copy _____
Dallas K. Beal, President Date

PERCommittee 8/26/87
Date

BOARD OF TRUSTEES 9/4/87
Date

JUSTIFICATION: This change will facilitate the transfer of the position to the Office of Admissions & Records and better assist in the coordination of class scheduling and course file responsibilities with the entire student registration process. No change in salary is proposed.

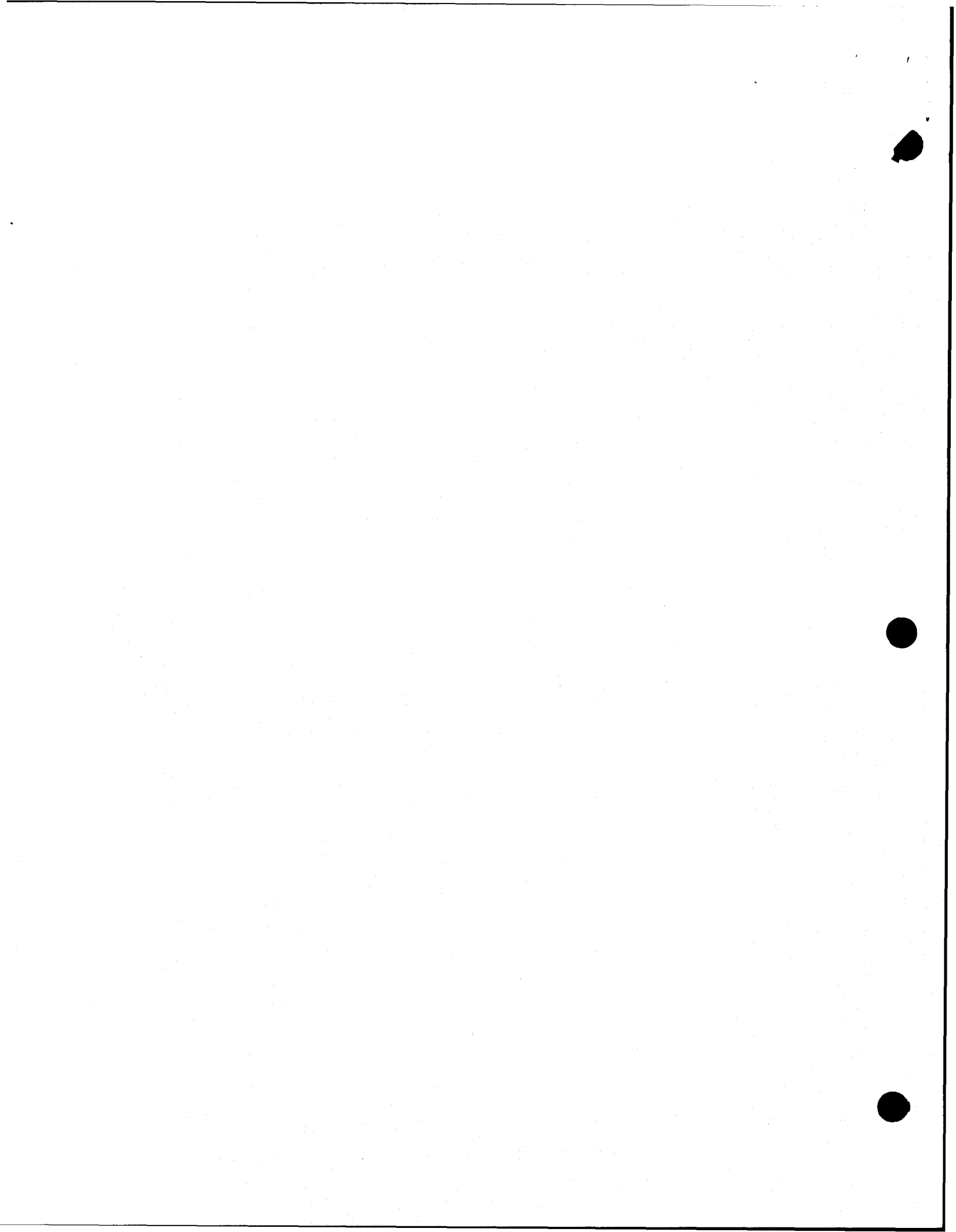
RECEIVED

AUG 13 1987

THE CONNECTICUT STATE UNIVERSITY

.00
Approx. Cost

Michael Beal 8/10/87
Signed (University) Date



EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: SCHEDULING OFFICER

ADMINISTRATIVE RANK: 5

INCUMBENT: EDWARD BOLLINGER

Under the supervision of the Director of Admissions and Records, the Scheduling Officer performs the following:

1. Works with Deans, the Academic Vice-President, and Department Heads in the maintenance and reporting of the master course file and each semester's course schedule and coordinates the development of any reports regarding the above.
2. Schedules classroom space assignments for courses.
3. Works with Data Center personnel when necessary to maintain the course file.
4. Maintains data on instructional faculty, academic departments, and academic support units as required.
5. Assists with development of systems for academic advising and to conduct undergraduate graduation audits.
6. Assists in other aspects of admissions and records related to record keeping, reporting, auditing, and systems development.
7. Assists in the coordination and supervision of office staff as required.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

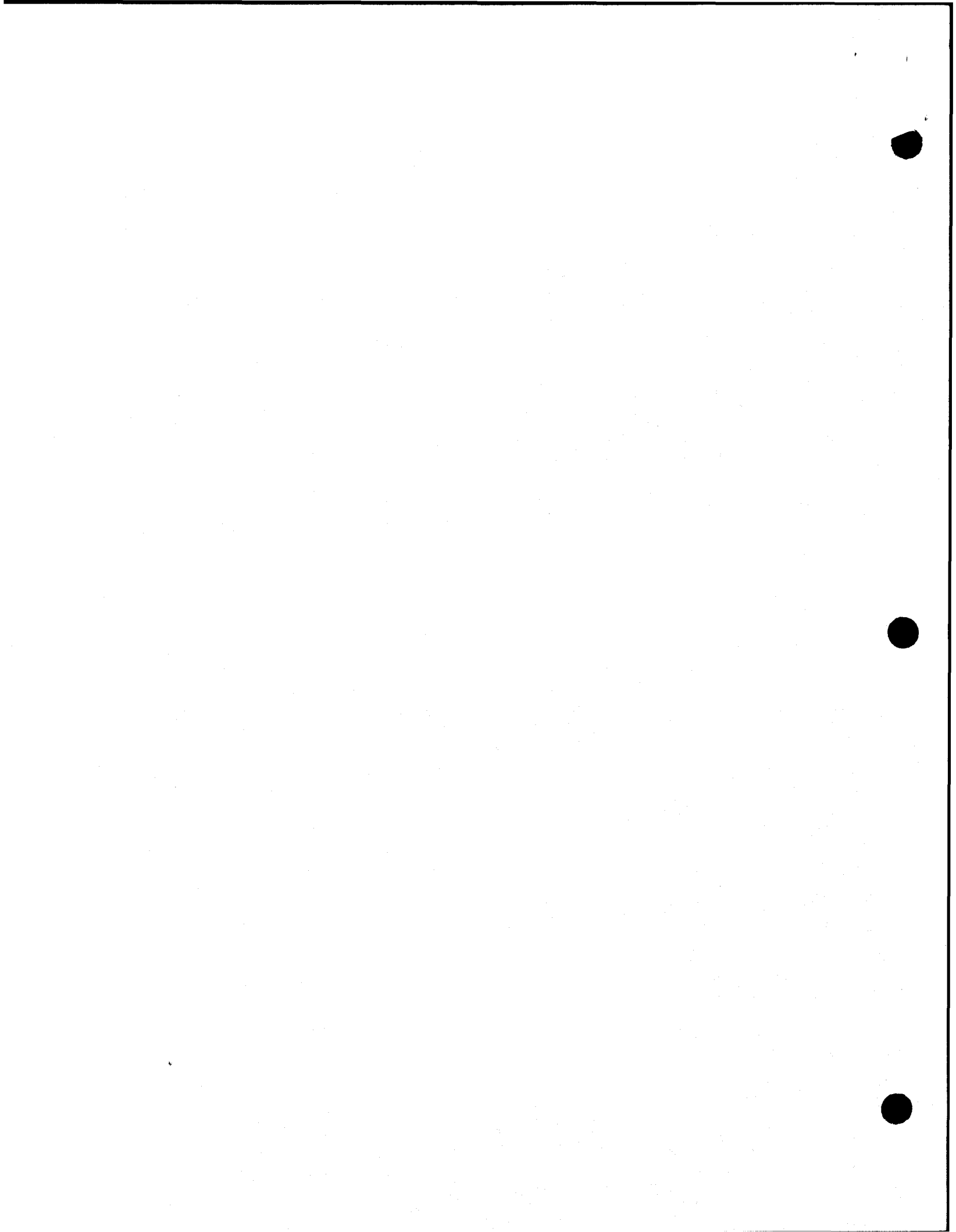
Master's Degree required. Two to Three years responsible experience in higher education with knowledge of data systems or student records work required.

These qualifications may be waived for individuals with appropriate alternate experience.

Michael Deane 4/3/87
For the University Date

For the Union Date

MEP/emb
1/7/87



FORM AND PROCEDURES

Position Title Scheduling Officer

Campus Eastern Connecticut State University Date 8/10/87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Michael E. Pernal, Dean of Personnel Administration

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Tipton Date 8/11/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL _____ DATE _____

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

