



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

PERSONNEL OFFICER I (Classified)
to
ASSISTANT DIRECTOR OF PERSONNEL
(Unclassified Confidential)

at

CENTRAL CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the classified position, Personnel Officer I, at Central Connecticut State University be reclassified to Assistant Director of Personnel (Unclassified confidential), effective February 12, 1988, in accordance with the attached proposal dated November 13, 1987.

A Certified True Copy:

Dallas K. Beal
President



Submitted	11-13-87
Date	
By:	CSU ()
	CCSU (X) SCSU ()
	ECSU () WCSU ()
TO	BR#88-14

POSITION ACTION REQUEST
ADDENDUM

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 2/12/88 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: Personnel Officer I (Class Code) Asst. Director of Personnel Administration (Class Code)

CURRENT PROPOSED

POSITION NUMBER: 335 CURRENT SALARY \$30,974 PROPOSED SALARY \$33,608 FUND Extension BARG UNIT Cls Mnt Uncls M
from to

PROPOSAL

To reclassify position of Personnel Officer I, classified management, to Assistant Director of Personnel Administration, unclassified management. (Please see old and new job descriptions)

\$ 2,634
Approx. cost

JUSTIFICATION

The position is currently under the State's management incentive pay plan but, because there are so few such positions within the whole CSU system there is no MIP plan for CSU. State Personnel has suggested that, in fairness to the personnel involved, we should transfer them to the unclassified service. The incumbent is actually performing duties at a higher level than her current classification. The salary increase would recognize that fact, compensate for the change from late June to September in annual increase date, and allow for salary adjustments planned by the State for similar classified personnel.

*Forwarded to PERC
1/14/88*

[Signature] 1.11.88
Signed (University) Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

OLD

PERSONNEL OFFICER I

CLASSIFIED

GE705 EC701: 6163

NC 20

Effective Date

SEP 17 1979

SUMMARY OF CLASS:

This class is accountable for independently supervising a full range of personnel activities in a smaller agency or institution or for assisting in the direction of personnel management activities in a major agency or institution.

SUPERVISION RECEIVED:

Works under the supervision of a business manager or other administrative head or a personnel officer who reviews work for effectiveness and conformance with policy.

SUPERVISION EXERCISED:

Supervises a small number of Personnel Assistants and clerical staff as assigned.

EXAMPLES OF DUTIES:

Performs highly technical professional personnel work, coordinating activities and responsibilities within an agency and with the State Personnel Division; in a smaller agency or institution, is in charge of a full range of personnel activities including recruitment, classification, compensation, employee and labor relations, personnel policies and procedures, training, manpower, budget and program planning, and preparation and maintenance of all personnel records and related administrative functions; in larger departments or institutions, assists in directing personnel management activities; may participate in collective bargaining negotiations, arbitration, grievance procedures and contract administration; may assist in budget preparation; may participate in Affirmative Action or Employees Assistance Programs; may prepare grant applications; does related work as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY

Knowledge of the principles and techniques of public personnel management including recruitment, selection, classification, and salary administration; knowledge of employee behavior, motivation and control; knowledge of labor relations and arbitration practices; knowledge of affirmative action principles and requirements; knowledge of State personnel regulations and procedures; ability to deal effectively with others; ability to recognize and analyze personnel problems and recommend solutions; ability in written and oral expression; ability to read and interpret laws, regulations and other written materials; supervisory ability.

EXPERIENCE AND TRAINING:

General: Six (6) years of experience in professional personnel administration involving recruitment, examination, classification, salary administration or employee relations.

Substitutions Allowed:

1. College training may be substituted for the General experience based on 30 semester hours equalling one year up to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in business administration, public administration, management or guidance, with courses in personnel administration, may be substituted for an additional year of the General experience.
3. One year of employment as a Personnel Assistant may be substituted for the General experience.

This replaces the existing specification for the same class in the same Salary
9799p NC 20 approved effective October 25, 1974.

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director of Personnel Administration

Rank: Management

Department: Personnel Administration

Supervisor's Title: Director of Personnel Administration

POSITION SUMMARY

Assists Director in the daily management and administration of all personnel functions.

POSITION RESPONSIBILITIES

Assists Director in administration of Personnel functions and responsibilities. In absence of Director serves as head of office.

Assists in the development of collective bargaining data and strategy.

Advises supervisors on contract interpretation and employee discipline.

Assists in development and implementation of personnel policies, procedures and goals.

Counsels employees on benefits, retirement and career planning.

Develops and implements recruitment programs for support staff. Monitors compliance with Affirmative Action programs and goals.

Interviews, refers and hires support staff.

Provides day to day supervision of office support staff.

Supervises entry and accuracy on Personnel/Payroll database.

Serves as liaison with Payroll department.

Performs other duties as assigned.

QUALIFICATIONS

Bachelors' degree and three years' professional experience in personnel administration involving recruitment, contract administration, employee discipline, benefits administration and database management or the equivalent combination of experience and training required.