



# 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

WESTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the classified position, Personnel Officer I, at Western Connecticut State University be reclassified to Assistant Director of Personnel (Unclassified confidential), effective February 12, 1988, in accordance with the attached proposal dated December 21, 1987.

A Certified True Copy:

Dallas K. Beal  
President

THE CONNECTICUT STATE UNIVERSITY

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

POSITION ACTION REQUEST



Submitted 12/21/87  
 Date  
 By: CSU ( )  
 CCSU ( ) SCSU ( )  
 ECSU ( ) WCSU (X)

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

POSITION TITLE: Personnel Officer 1 6163 Assistant Director of Personnel  
 CURRENT (Class Code) PROPOSED (Class Code)

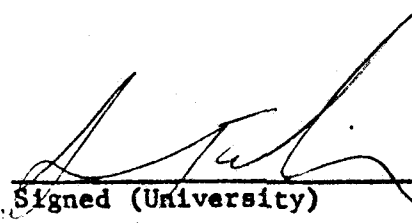
POSITION NUMBER: 1593 CURRENT SALARY 29,145. PROPOSED SALARY \$31,622 FUND General BARG UNIT not applicable  
 from to

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

We are requesting that the position Personnel Officer 1 be reclassified to Assistant Director of Personnel.  
 WCSU has 434 full-time, and approximately 300 part-time employees. The Personnel Dept. is responsible for recruitment and selection of personnel, benefits administration, employee counseling and the administration of seven collective bargaining agreements.  
 Recently, changes in the Personnel Office have included adding Affirmative Action as one of the responsibilities of the Director. Subsequently, the Personnel Officer has assumed a greater share of the personnel management function. Included in the responsibilities for this position are

- All recruitment activities for classified positions
- Assist Director in administering all collective bargaining agreements, including participation in grievance procedures
- Supervise maintenance of all personnel records
- Prepare and/or supervise preparation of all paperwork necessary to process all personnel transactions
- Conduct position audits to determine appropriate job classification, and prepare reclassification requests
- Orient new employees to State Service
- Prepare retirement applications

\$2,477.00  
Approx. Cost

  
 Signed (University) 12/18/87  
 Date

RESOLUTION

BR# \_\_\_\_\_

RESOLVED, That the position Personnel Officer 1 be reclassified to Assistant Director of Personnel at WCSU, effective Feb. 12, 1988, in accordance with all provisions and expectations as set forth in this proposal.

*OIC to PERC  
 DCN  
 1/14/88*

A Certified True Copy \_\_\_\_\_  
 Dallas K. Beal, President, CSU Date

PERCommittee \_\_\_\_\_  
Date

BOARD OF TRUSTEES \_\_\_\_\_  
Date

- Participate in the recruitment and selection of unclassified administrative faculty through search committee membership
- Provide career and retirement counseling to employees
- Coordinate University participation in D.A.S. Personnel special projects.
- Process tuition reimbursement and in-service training applications

The scope of these duties and responsibilities, we feel, merits the classification of Assistant Director of Personnel.

Attached is an organizational chart of the Personnel Dept.

WESTERN CONNECTICUT STATE UNIVERSITY PERSONNEL DEPARTMENT

September 1987

