



**Connecticut
State
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO SCIENCE DEPARTMENTS/ADMINISTRATOR II
to
TECHNICAL SUPERVISOR FOR SCIENCE DEPARTMENTS/ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Assistant to Science Departments/
Administrator II at Eastern Connecticut State University be
reclassified to Technical Supervisor for Science Departments/
Administrator III, effective February 3, 1989, in accordance
with all provisions and expectations as set forth in the
proposal dated December 8, 1988, which is attached as an
addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President

Doc. 167



An Equal
Opportunity
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED	<u>12/8/88</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU [X] WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (XX)	OTHER ()	DATE EFFECTIVE	<u>2/3/89</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []					
POSITION TITLE:	Asst. to Science Depts./Adm. II 7917	PROPOSED	Technical Supervisor for/Adm. III Science Departments 7918		
	CURRENT CLASS CODE		PROPOSED CLASS CODE		
POSITION NUMBER	1124	CURRENT SALARY \$	920.69 (24,030)	PROPOSED SALARY \$	1066.29 (27,830)
		UNIT	Gen	BARGAINING UNIT	SUOAF FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the assistant position in University Science Laboratories to a Technical Supervisor. The rank will change from Administrator 2 to Administrator 3.

JUSTIFICATION:

This position, while supervising a number of student lab assistants, also has assumed increasing responsibility for all equipment and materials and lab procedures of the two science departments. This reclassification is necessary to insure that a high level of professional expertise is maintained.

\$ 3,800
COST OR SAVINGS

M. Hill 12/13/88
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND ()
- SUOAF SIGN OFF FORM IF REQUIRED ()

MISCELLANEOUS COMMENTS:

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

NEW

POSITION TITLE: ADM 3/TECHNICAL SUPERVISOR FOR SCIENCE DEPARTMENTS
ADMINISTRATIVE RANK: III
INCUMBENT: STEVEN SHIMCHICK

Under the supervision of the Chairs of the Science Departments, will assist in the management of the University academic sciences laboratories in Biology, Physical Sciences, and Earth Sciences. Primary responsibility for supervision to be worked out with the Chairs by the Dean of Arts and Sciences.

1. Responsible for preparation of materials and equipment necessary to carry out and maintain all laboratory related assignments in the appropriate departments.
2. Prepares and monitors all contract awards and purchase requisitions for appropriate departments including liaison with representatives of various vendors.
3. Maintains all fiscal controls relating to the OE and Equipment budgets of the departments and personnel budgets for student workers.
4. Provides data used to construct budgets for the Science Departments and assists in budget preparation.
5. Makes minor repairs to equipment when necessary and provides liaison with the physical plant department, business office, and vendors when more complex problems or breakdowns occur.
6. Catalogs various laboratory specimens for departmental use.
7. Plays a major role in the hiring, supervision, and evaluation of student workers or other laboratory employees who set up science laboratories for classes, demonstrations, etc.
8. Prepares and monitors lab scheduling for the Science Departments as directed.
9. Administers and monitors OSHA, EPA, and fire regulations and directs procedures for adhering to them.
10. Provides faculty, staff and students with information and appropriate manuals on safety.
11. Coordinates arrival and dispersal of supplies and equipment.
12. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

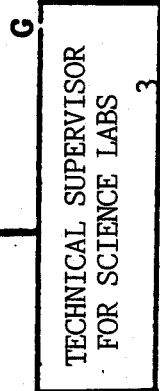
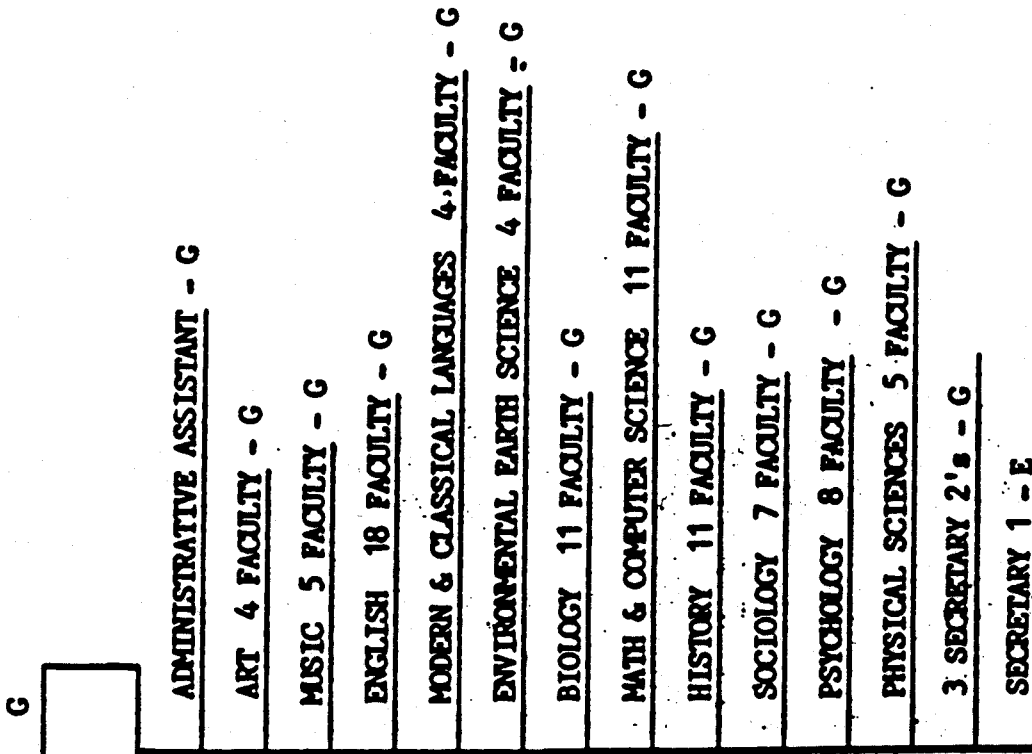
Ability to relate to students, faculty, and staff. A Bachelor's Degree is required. Three years experience as lab assistant or equivalent is required.

The above qualifications may be waived for persons with appropriate alternate experience.

Michael Penn 1/11/89

Peter Taylor 1/11/89

DEAN OF ARTS AND SCIENCES



EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

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OLD

POSITION TITLE: ASSISTANT TO SCIENCE DEPARTMENTS/SCIENCE LABS

ADMINISTRATIVE RANK: II

INCUMBENT: STEVE SHIMCHICK

Under the supervision of the Chairs of the Science Departments, will assist in the management of the University academic sciences laboratories in Biology, Physical Sciences, and Earth Sciences. Primary responsibility for supervision to be worked out with the Chairs by the Dean of Personnel Administration.

1. Responsible for preparation of materials and equipment necessary to carry out and maintain all laboratory related assignments in the appropriate departments.
2. Prepares and monitors all contract awards and purchase requisitions for appropriate departments including liaison with representatives of various vendors.
3. Maintains all fiscal controls relating to the OE and Equipment budgets of the departments and personnel budgets for student workers.
4. Provides data used to construct budgets for the Science Departments and assists in budget preparation.
5. Makes minor repairs to equipment when necessary and provides liaison with the physical plant department, business office, and vendors when more complex problems or breakdowns occur.
6. Catalogs various laboratory specimens for departmental use.
7. Assists in the hiring, supervision, and evaluation of student workers or other laboratory employees who set up science laboratories for classes, demonstrations, etc.
8. Prepares and monitors lab scheduling for the Science Departments as directed.
9. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Ability to relate to students, faculty, and staff. A Bachelor's Degree is required.

The above qualifications may be waived for persons with appropriate alternate experience.

For the University
12/9/86

Date

For the Union

Date

**SNOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES**

Position Title Technical Supervisor for Science Departments

Campus Eastern Connecticut State University Date December 6, 1988

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SNOAF/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 [Signature] 12/2/88

DATE PRESENTED TO CAMPUS SNOAF REPRESENTATIVE _____

SNOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Betty Tipton 1/10/89

DATE OF SNOAF 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 SNOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SNOAF shall return all materials to the initiating University DPA or his designee.

SNOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Tipton Date 1/17/89

DISPOSITION AT SNOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 1/17/89

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 SNOAF/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 12/15/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. [Signature] DATE 1/18/89

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 SNOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved

disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____