



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF CAREER DEVELOPMENT CENTER/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF CAREER DEVELOPMENT CENTER/ADMINISTRATOR IV

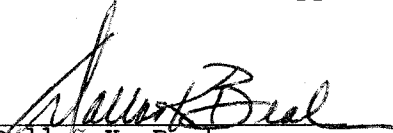
at

WESTERN CONNECTICUT STATE UNIVERSITY

November 3, 1989

RESOLVED, That the position of Assistant Director of Career Development Center/Administrator III be reclassified to Associate Director of Career Development Center/Administrator IV effective November 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated October 13, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



CSU - 2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>11/3/89</u>
BY: CSU	[]
CCSU	[] SCSU []
ECSU	[] WCSU [XX]

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (XX)	OTHER ()	DATE EFFECTIVE	<u>11/3/89</u>
NATURE OF THE POSITION:	PERMANENT (XX)	FULL-TIME (XX)	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Admin. 3/Assistant Director of Career Development Center	7918	Admin. 4/ Associate Director of Career Development Center	7919	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	<u>0938</u>	CURRENT SALARY \$ <u>36,692.</u>	PROPOSED SALARY \$ <u>39,172.</u>	FUND <u>Gen.</u>	BARGAINING UNIT <u>AFSCME</u> <u>AFSCME</u>
					FROM TO

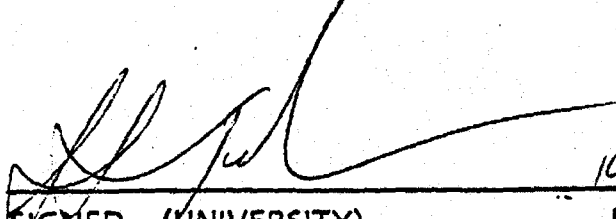
EXPLAIN THE NATURE OF THE PROPOSAL:

We are requesting the reclassification of the incumbent, Tony Ciarleglio from Assistant Director of the Career Development Center/Admin. 3 to Associate Director of the Career Development Center/Admin. 4, effective 11/3/89.

JUSTIFICATION: We are requesting that the position Admin. 3/Assistant Director of the Career Development Center be Reclassified to Admin. 4/Associate Director of the Career Development Center, due to increased duties of the incumbent. Responsibilities will include Strategic planning for the center, development and evaluation of CDC programs, public relations both on and off campus, enhancement of faculty involvement in CDC activities, and supervision of employer development. The Associate Director will also act as spokesperson for the center in the absence of the Director.

The scope of these duties and responsibilities, we feel, merit the reclassification of this position to Admin. 4/Associate Director of the Career Development Center.

\$ 2,480.
COST OR SAVINGS


 SIGNED (UNIVERSITY) 10/13/89
 DATE

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

MISCELLANEOUS COMMENTS:
7/88



WESTERN CONNECTICUT STATE UNIVERSITY

Danbury, Connecticut 06810

To: John Jakabauski
Director, Personnel

From: Maureen Casey Gernert *Maureen Casey Gernert*
Director, Career Development Center

Date: October 16, 1989

Re: Upgrade for Anthony Ciarleglio

Additional Justification for Upgrade to Administrator IV Associate Director of the Career Development Center, from Administrator III Assistant Director, Career Development Center.

When we sacrificed the position of Assistant Director of Career Development Center/ Administrator III (which was established through Board of Higher Education supplemental funding for Co-operative Education), it was with the understanding that the current Assistant Director of Career Development Center for Cooperative Education, Anthony Ciarleglio, would be upgraded to Associate Director, Career Development Center, Administrator IV. Mr. Ciarleglio's responsibilities have already increased with the tremendous demand for the Co-op Program and other CDC activities. With no new positions anticipated in the foreseeable future, Mr. Ciarleglio will continually be called on to meet the spiraling needs of our students seeking rewarding, productive careers. He has already exceeded his role as Assistant Director in meeting student demands for services. Mr. Ciarleglio's upgrade to Associate Director would more accurately depict the work he is actually doing and would continue to do without additional positions.

Please call me at ext.4055 if you should need additional information.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Associate Director of the Career Development Center/Admin. IV

Campus Western Connecticut State University Date 10/13/89

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 John J. Jakabauski

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE Resubmitted 10/13/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronnie Kuroski

DATE OF SUOAF CAMPUS REVIEW 10/16/89

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 Richard W. Farrell Date 10/22/89

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 Resubmitted 10/12/89

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David A. [Signature] DATE 11/1/89

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 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 _____

ASSOCIATE DIRECTOR OF CAREER DEVELOPMENT CENTER
ADMINISTRATOR IV

SUPERVISOR: Director of the Career Development Center

INCUMBENT NAME:

POSITION SUMMARY:

Under the direction of the Director of the Career Development Center, the Associate Director participates in the planning and the effective administration of the Career Development Center including university-wide cooperative education and career planning programs. The Associate Director will assist in strategic planning and management of the Career Development Center.

POSITION RESPONSIBILITIES:

Assist in the development and evaluation of CDC programs, particularly cooperative education and career planning.

Supervise and maintain continuous employer contact for the purpose of developing off-campus co-op internships and other CDC programs as appropriate.

Monitor co-op field placements so that students and employers achieve their respective co-op objectives.

Assist the Director in the refinement, teaching and evaluation of the co-op seminar required for all students in the co-op program.

Assist the Director in activities to promote on-going faculty involvement in cooperative education and career planning.

Develop and conduct career planning programs and cooperative education preparation workshops.

Coordinate an on-going public relations effort to promote the Career Development Center on and off campus.

Assist the Director with on-going data collection and record keeping of Career Development Center services/activities.

Develop and refine the advisement process which will help students better understand and utilize the services of the Career Development Center.

To perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE:

Four to five years experience in career planning, placement and cooperative education. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.