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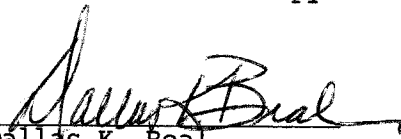
Office of the President

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
POLICE OFFICER
to
ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR/ADMINISTRATOR IV
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

November 3, 1989

RESOLVED, That the position of Police Officer be reclassified to Environmental Health and Safety Coordinator/Administrator IV effective November 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated September 14, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>9-14-89</u>
BY: CSU	<input type="checkbox"/>
CCSU	<input type="checkbox"/>
ECSU	<input type="checkbox"/>
SCSU	<input checked="" type="checkbox"/>
WCSU	<input type="checkbox"/>

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER () DATE EFFECTIVE 10-9-89

NATURE OF THE POSITION: PERMANENT FULL-TIME TEMPORARY [] PART-TIME []

POSITION TITLE: Police Officer-Agency (9035) Environmental Health and Safety Coordinator, Admin. IV (7919)
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER	<u>1822</u>	CURRENT SALARY \$	<u>27,298</u>	PROPOSED SALARY \$	<u>35,936</u>	FUND	<u>Gen.</u>	BARGAINING UNIT	<u>Prot. Serv. -SUOAF</u>
								FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify a police officer position (recently vacated) to an Environmental Health and Safety Officer

JUSTIFICATION:

Due to the growth in the number and complexity of laws and regulations concerning occupational health and safety and the handling of hazardous materials it is necessary to ensure that the University meets its obligation to provide a safe working environment for its employees and students. The environmental Health and Safety Officer will develop and revise policies for the overall safety of the University community and will manage/coordinate all activities related to radiation safety and the handling of chemical and biological materials and wastes. Further this Officer will provide technical assistance and training to users of hazardous materials and will inspect and monitor Facilities and equipment for compliance with health and safety standards.

\$ _____
COST OR SAVINGS

Michael G. Adams / g.m.B. 9/19/89
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

ENVIRONMENTAL HEALTH AND SAFETY OFFICER
ADMINISTRATOR IV

SUPERVISOR: Director of Public Safety

POSITION SUMMARY:

Under the general supervision of the Director of Public Safety will develop policies for the overall safety of employees and working conditions; coordinate/manage all activities related to radiation safety, chemical and biological waste, and provide technical support and consultation services to the campus community.

POSITION RESPONSIBILITIES:

Directs and administers the preparation and maintenance of all mandated environmental regulatory licenses, records and permits on behalf of the University;

Develops, implements and administers technical training programs for University personnel in hazardous material, safety to ensure compliance with cognizant regulations and train hazardous material incident responders;

Supervises and administers procurement, reception, distribution and storage of regulated hazardous materials arriving or departing the University.

Inspects University work facilities and equipment, consults with department chairpersons, faculty and supervisors to determine if planned experiments and research activities or any other University sanctioned work involving the use of hazardous materials meet safety standards; determines if equipment and work facilities conform to health and safety standards, consults with physical plant, engineering and construction personnel on renovations or new proposed projects;

Conducts applied research to develop standards for hazardous materials exposure limits for personnel, safe working methods, decontamination procedures and hazardous waste disposal;

Serves as a technical expert on behalf of the University in interactions with local, state and federal regulatory agencies in areas of Occupational Health and Safety;

Develop, implement and administer a University wide fire, safety program and ongoing systems testing, including maintenance contracts;

Develop and articulate procedures for a University emergency operations plan;

Serves as an expert technical staff resource to the University's safety committee;

Develops and maintains program budget for administration and management of subgroup health and safety programs;

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

MINIMUM REQUIREMENTS:

Master's Degree in industrial hygiene, safety, health physics or related field; 5 years relative experience in health and safety with 2 years directing a comprehensive health and safety program; experience in an academic setting and national certification in industrial health physics; demonstrated high level skills in communication of scientific information; ability to communicate effectively with both technical and non-technical personnel. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Michael Roskoff

IMMEDIATE SUPERVISOR

John Prokop / J.M.B.

EXECUTIVE DEAN

Roger J. Bergh

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Administrative Assistant

Secretary 1

Dir. of Personnel & Minority Affairs

Associate to the Executive Dean

Associate Dean for University Services, Adm. VII

Director of Public Safety

Dean of Students Affairs

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Assistant Director of Personnel (E)

Environmental Health & Safety Coordinator, Adm. IV.

Senior Clerk

Personnel Assistant (A)

Senior Clerks (2)

Police Lieutenant (2)

Police Sergeant (3)

Police Officer (15)

Bldg. & Ground Pat. Officer (3)

Telecommunication Oper. (1)

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Environmental Health and Safety Coordinator, Adm. IV

Campus SCSU

Date 9/14/89

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 *James M. Battaglia*

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 *Michael Rodolph*

Date *September 19, 1989*

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 *David L. Rank*

DATE *10/18/89*

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 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 _____