



**System Office  
SUOAF Position Description**

**Position Title:** CT Health Horizons Project Director (Grant Funded)  
**Rank:** Admin IV  
**Department:** CSCU President's Office/Academic & Student Affairs Office  
**Supervisor:** Chief of Staff/Chief Strategy Officer

**POSITION SUMMARY**

Oversees 3-year, \$35 million CT Health Horizons Project grant in partnership with the Office of Workforce Strategy (OWS) funded through ARPA and the CT Office of Policy and Management (OPM) to address the state's workforce shortage in nursing and social work.

**SUPERVISION EXERCISED**

None.

**POSITION RESPONSIBILITIES**

Reporting Relationships

- Maintain excellent communication with the Chief of Staff /Chief Strategy Officer, the CSCU Provost's office and all higher education and state partners convened for the grant
- Establish process for regular written updates to the Chief of Staff, funding agency and key stakeholders

Grant Oversight

- Responsible for day-to-day oversight and management of the OPM grant to ensure compliance with deliverables and timelines set forth in the grant
- Develop positive working relationships with college and university leads;
- Coordinate and implement professional development with consulting partners to promote program best practices and awareness of labor market needs
- Establish and oversee grant-related processes, procedures and implementation plans with all grant stakeholders to ensure coordination of effort, compliance and successful implementation
- Ensure program activities are conducted as described in the Statement of Work
- Maintain and monitor the overall grant budget, including CSCU budget, individual subrecipient and contractor budgets, to ensure timely and efficient expenditure of grant funds
- Responsible for creation and maintenance of fiscal and program data files for the project
- Coordinate hiring process and supervise grant staff, as needed
- Coordinate and manage day-to-day tasks to meet contracted deliverables for the successful implementation and completion of the project
- Monitor expenditures, contracted project goals and reporting of partners and ensure compliance with scope of grant
- Ensure that the grant deliverables and metrics are being met and, if necessary, work with grant partners to develop action plans to meet grant deliverables
- Develop strong relationships with colleges and universities and other partners to fulfill grant requirements and support steering committees, learning communities, etc. that may be needed to carry out the grant requirements



**APPENDIX B**  
**SUOAF-AFSCME POSITION ACTION REQUEST**  
**FORM AND PROCEDURES**

Position title &

rank: CT Health Horizons Project Director (Grant Funded), Admin IV

University: CSCU System Office Date: 08/24/2022

**Level 1, Day 0** – Univ. Chief Human Resources Officer creates and presents package to Chapter level SUOAF designee for review. Attachments shall include the following items where applicable: (1) a copy of this form; (2) new and former position descriptions; (3) salary, rank, and rationale; and (4) any additional information required.

Initiating president or designee

Jacque Swanson, Compensation & Classification Analyst

Date presented to univ. SUOAF rep.

08/22/2022

SUOAF univ. review & recom. by

Jon Derman, SUOAF-BOR Chapter President

Date of SUOAF university review

08/23/2022

The above-mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: 08/22/2022

**Level 2, Not to exceed 10 working days after receipt** – Statewide SUOAF 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 Chief Human Resources Officer or designee.

SUOAF Local Pres./desig.: Jon Derman Date: 08/24/2022

Disposition at SUOAF Local level:  approve proposed rank & salary

disapprove proposed rank & salary

Comments or recommendations: Tracking# 22082401JD

Date returned to Univ. Chief Human Resources Officer: 08/24/2022

**Level 3, Not to exceed 10 working days after receipt** – Univ. Chief HR Officer brings paperwork to Council on Employee Relations meeting for review. If no further issues arise, the form is signed by and remains with the Chancellor/designee. If significant changes are required, docs. are returned at Level 1. Minor changes may be affected by appropriate phone consultation.

Date considered by CER: Previously reviewed

Disposition at Council Level:  approve  disapprove

Comments or Recommendations:

Chancellor/designee: Jacqueline Swanson Date: 8/24/22

The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.