



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION
concerning
RECLASSIFICATION OF POSITION

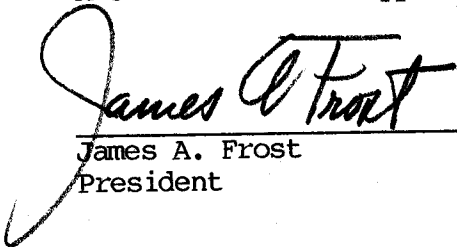
ASSISTANT TO THE DIRECTOR OF COMPUTER CENTER/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF COMPUTER CENTER/ADMINISTRATOR III
(General Fund)
(JANET WALSH)

at
SOUTHERN CONNECTICUT STATE UNIVERSITY

March 1, 1985

RESOLVED, That the position, Assistant to the Director of Computer Center/Administrator II, be reclassified to Assistant Director of Computer Center/Administrator III at Southern Connecticut State University effective January 1, 1985, in accordance with all provisions and expectations as set forth in the proposal dated February 7, 1985, which is attached as an Addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

Unclassified Position Alteration Summary

TITLE: Assistant Director of Computer CenterFUND: GeneralPOSITION TYPE: Permanent X Temporary _____Full-time X Part-time _____EFFECTIVE DATE: January 1, 1985 Bargaining Unit AFSCMECOST: \$1,700.00

PROPOSAL:

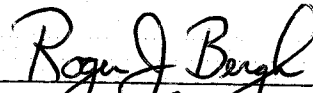
That the Assistant to the Director of Computer Center, Administrator II, position be reclassified as Assistant Director of Computer Center, Administrator III and that the new position description be accepted.

JUSTIFICATION:

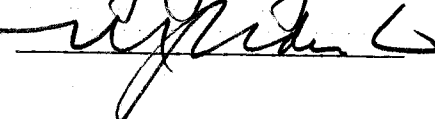
Originally, the Analyst/Programmers on all four campuses held the rank of Administrator II. As these employees matured and our Data Processing systems became more sophisticated, they were required to learn and work in a new and more complex environment. This has been especially true on those campuses which have developed major on-line systems. As these changes have occurred, the practice in our system has been to reclassify the Analyst/Programmers to Administrator III status, and SCSU is presently requesting to do the same. There is no question that the growing complexity of our new computers and computerized systems has significantly affected the skills required of these employees and the environment in which they work. This recommendation is offered as full settlement of a longstanding grievance.

Date: February 7, 1985

Prepared By



Approved By



SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of the Computer Center/Administrator III

SUPERVISOR:

SUPERVISION EXERCISED:

INCUMBENT NAME: Janet Walsh

POSITION SUMMARY:

Responsible for the analysis, design, programming, maintenance and documentation of administrative information systems.

POSITION RESPONSIBILITIES:

Assists in the analysis and design of administrative information systems, such as student scheduling, registration, and financial systems. This includes contact with users from various administrative areas.

Writes and maintains programs, using appropriate language or software package, for administrative systems.

Responsible for documentation of systems/programs, including users' guides, operations run sheets, programmers' guides, etc.

Assists users in the operation of system/program.

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

EDUCATION AND EXPERIENCE

One year experience in programming. Associate's degree in Computer Science or Data Processing is required. Bachelor's degree in computer related field preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Richard V. Farnell

IMMEDIATE SUPERVISOR

Donald D. [unclear]

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bergh

Southern Connecticut State University
Assistant to Director of Computer Center/Administrator II
(Code)

SUPERVISOR: Director of Computer Center

SUPERVISION EXERCISED:

INCUMBENT NAME: Janet Walsh

POSITION SUMMARY:

This position is a computer programmer analyst position. Responsible for programming in the cobol and basic computer languages based on designs developed for online computer systems for various administrative areas.

POSITION RESPONSIBILITIES:

Develops online computer applications written in the BASIC programming language.

Develops and maintains several computer systems written in a variety of languages.

Documents programs and systems.

Maintains programs for all online systems currently in use.

Performs other duties and responsibilities related to those enumerated above which do alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

Ability to work effectively with university staff to expedite data input and output. A Bachelor's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: