THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION
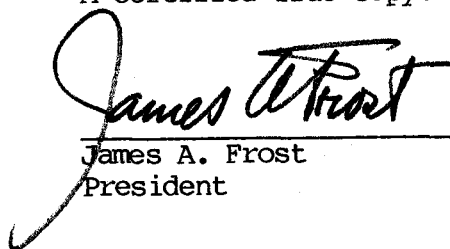
concerning

RECLASSIFICATION OF POSITION

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

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 Center

FUND: General

POSITION TYPE: Permanent X   Temporary _____

                  Full-time x   Part-time _____

EFFECTIVE DATE: January 1, 1985   Bargaining Unit   AFSCME

COST: $2,800.00

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 recommenda-
   tion is offered as full settlement of a longstanding grievance.

Date: February 7, 1985   Prepared By   Roger J Bergh

                                         Approved By   _____

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of the Computer Center/Administrator III

SUPERVISOR:

SUPERVISION EXERCISED:

INCUMBENT NAME: Domenic Parillo

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. Farrell_____

IMMEDIATE SUPERVISOR ___Donald M. Simon_____

DEAN OF PERSONNEL ADMINISTRATION ___Roger J. Bergh_____

SUPERVISOR: Director of Computer Center

SUPERVISION EXERCISED:

INCUMBENT NAME: Domenic Parillo

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 qulifications may be waived for individuals wtih appropriate alternate experience.

SPECIAL NOTATIONS: