



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

MS. BARBARA BRINDLEY
of
CENTRAL CONNECTICUT STATE UNIVERSITY

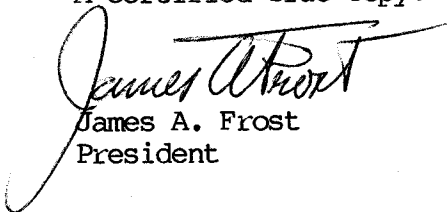
May 3, 1985

WHEREAS, Ms. Barbara Brindley has been assigned additional responsibilities in her role as Assistant Director of Information Systems/Administrator III at Central Connecticut State University, and

WHEREAS, The Trustees find her compensation to be inadequate in relation to her new responsibilities, therefore, be it

RESOLVED, That effective May 3, 1985, Ms. Barbara Brindley's annual salary shall be \$27,000.

A Certified True Copy:


James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Assistant Director of Information Systems/Administrator III

FUND: Extension

POSITION TYPE: Permanent X Temporary

Full-time X Part-time

EFFECTIVE DATE: 5/3/85 BARGAINING UNIT: Administrative Faculty

COST: \$ 2,192.00

PROPOSAL:

To increase the duties and responsibilities of the incumbent Assistant Director of Information Systems/Administrator III in accordance with the attached old and new position descriptions and to increase her compensation from \$24,808 (\$950.50 bi-weekly) to \$27,000 (\$1034.49).

JUSTIFICATION:

The needs of the department and the abilities of the incumbent have evolved over the past few years to the point where this increase is desirable and she is able to handle it. The proposed new salary is in line with the Hartford market for programmers of the incumbent's level of experience.

Date: 4-18-85

Prepared by: Michael K. Becker

Approved by: [Signature]

RECEIVED
APR 18 1985
THE CONNECTICUT
STATE UNIVERSITY

Central Connecticut State University
Assistant Director of Information Systems/Administrator III
(Code)

NEW

SUPERVISOR: Director of Information Systems

SUPERVISION EXERCISED:

INCUMBENT NAME: Barbara Brindley

POSITION SUMMARY:

Complete responsibility for the programming and systems support for the Registrar's Office and Extension College. Supervise and maintain administrative offices data files and computer programs associated with the generation of reports for these particular areas. Testing, implementation and overall implementation of new systems as required by the university, under the direction of the Director of Information Systems.

POSITION RESPONSIBILITIES:

Responsibility for the programming and all systems support for the Registrar's Office and Extension College and other assigned administrative offices.

Analyze systems and design computer programs; document and implement new and future systems in any required computer language.

Supervise and maintain operations and programs for the existing systems in various administrative offices.

Supervise and provide technical support for the part-time staff assigned to assist in programming for these offices.

Update and maintain information for databases and files in various administrative offices.

Collate information from outside sources to existing files.

Produces special reports requested by administrative areas and academic departments.

Collects statistics as it pertains to administrative requests.

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:

Bachelor's degree and one to two years experience equipping the applicant to implement information systems applications developed by the Director of Information Systems/Computer Center required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

Central Connecticut State University
Assistant Director of Information Systems /Administrator III
(Code)

SUPERVISOR: Director of Information Systems

SUPERVISION EXERCISED:

INCUMBENT NAME: Barbara Brindley

POSITION SUMMARY:

Supervise and maintain administrative offices data files and computer programs associated with the generation of reports for these particular areas. Testing, implementation and overall implementation of new systems as required by the university, under the direction of the Director of Information Systems.

POSITION RESPONSIBILITIES:

Analyze systems and design computer programs; document and implement new and future systems in any required computer language.

Supervise and maintain operations and programs for the existing systems in various administrative offices.

Update and maintain information for databases and files in various administrative offices.

Collate information from outside sources to existing files.

Produces special reports requested by administrative areas and academic departments.

Collects statistics as it pertains to administrative requests.

Counsel students in relation to the registration process and academic programs.

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

Bachelor's degree and one to two years experience equipping the applicant to implement information systems applications developed by the Director of Information Systems/Computer Center required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: