RESOLUTION

concerning

CHANGE IN JOB DESCRIPTION
for
ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY
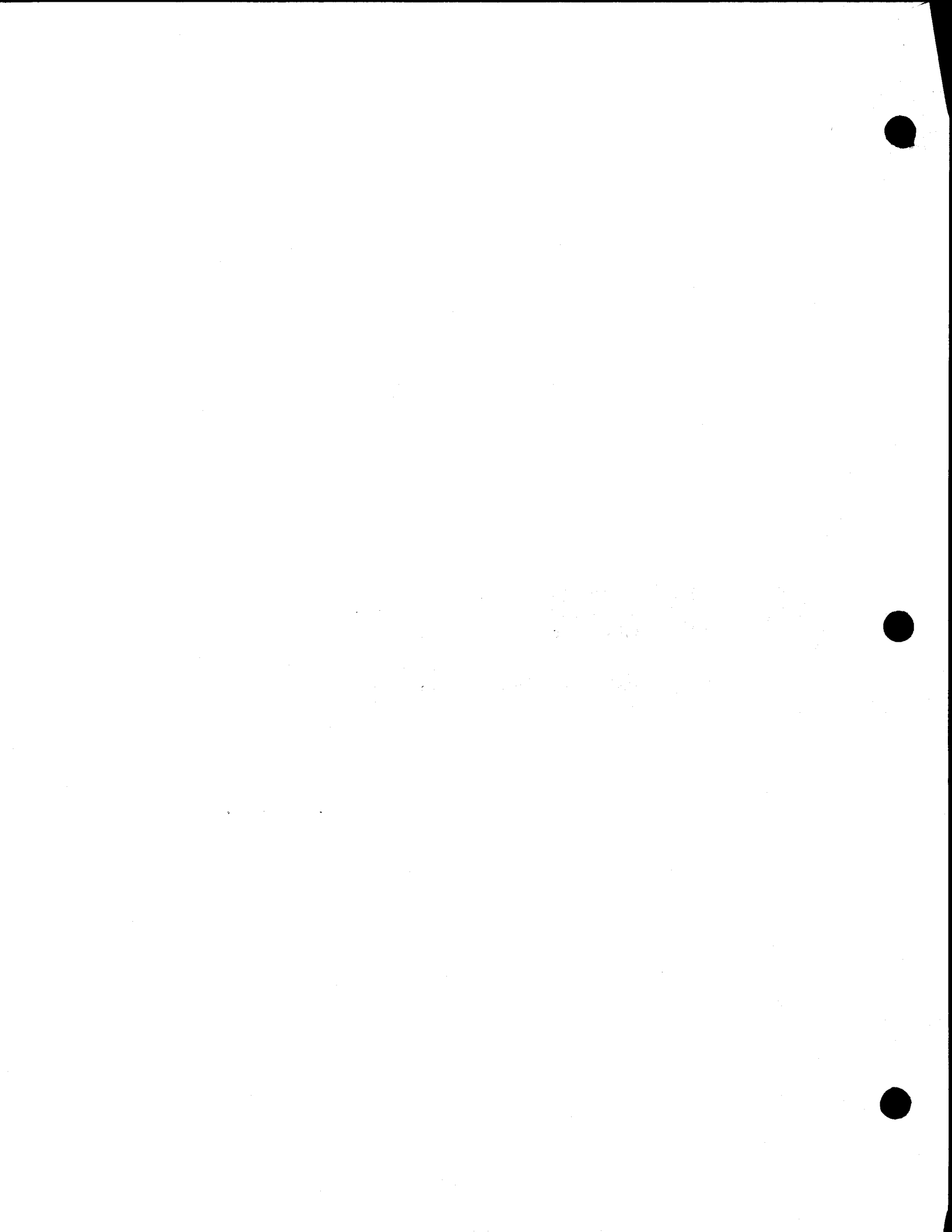
October 3, 1986

RESOLVED,   That the job description for the position,
            Assistant Director of Information Systems/
            Administrator III, at Central Connecticut State
            University be changed in accordance with the
            provisions and expectations as set forth in the
            addendum attached to this resolution.

A Certified True Copy:

Dallas K. Beal
President

Central Connecticut State University • New Britain   Southern Connecticut State University • New Haven
Eastern Connecticut State University • Willimantic   Western Connecticut State University • Danbury

An Equal Opportunity Employer

CSU-240

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

POSITION ACTION REQUEST

Submitted __8-12-8¹__
Date
By: CSU ( )
CCSU (x) SCSU ( )
ECSU ( ) WCSU ( )

POSITION ACTION:	ESTABLISH ( ) RECLASSIFY ( ) OTHER (X)	**DATE EFFECTIVE** 8-27-86 PERM (x) FT (x) TEMP ( ) PT ( )

POSITION TITLE: Asst. Dir Info Systems/ADM 3 _____ NC _____
  CURRENT   (Class Code) PROPOSED   (Class Code)

POSITION NUMBER: 1762 **CURRENT SALARY** vacant **PROPOSED SALARY** 27,000 FUND General **BARG UNIT** ADMIN FAC
  from   to

RESOLUTION

BR# _____

RESOLVED,

A Certified True Copy _____ _____ Date _____
  Dallas K. Beal, President, CSU

PERCommittee _____   **BOARD OF TRUSTEES** _____
  Date   Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

To change job description of currently vacant position better to reflect current needs. (see attached)

RECEIVED

SEP 1986

THE CONNECTICUT
STATE UNIVERSITY

-0-
Approx. Cost

_____ __9/16/86__
Signed (University)   Date

Control com. state u

Assistant Director of Information Systems
Admin. ↓↓

PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

1. **Day 0.** The local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.

2. **Day 1-15.** SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.

3. **Day 16-30.** Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice President for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.

4. **Day 31-60.** Vice President for Personnel submits package to PERC and subsequently to the Board.

5. Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial people of completed action.

***

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT _____

DATE ____8-12-86____

Date forms delivered to SUOAF ___8-12-86___ by _____

_\ I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
_\ I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
_\ SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL
    OBLIGATIONS.

        SUOAF PRESIDENT OR DESIGNEE _Betty Tipton_   *per job description attached*
               DATE ___8/31/86___   *see verse*

Date returned to local DPA from SUOAF _____ by _____

Date considered by Council of DPAs ___10/16/86___ by ___DCW___

\X\ APPROVED FOR SUBMISSION TO PERC
_\ DISAPPROVED

        VICE PRESIDENT FOR PERSONNEL _____
              DATE _9/16/86_

Attachments:
position req. form \X\
New pos. desc. \X\
Old pos. desc. \X\
Additional info _\

Date APPROVED _\ DISAPPROVED _\ by PERC _____ by _____

Date APPROVED BY BOARD _____ BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES:

Central Connecticut State University

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS

Administrator III

SUPERVISOR: Director of Information Systems

POSITION SUMMARY:

This position is a programmer/analyst position. Responsibilities
include assisting in the coordination of the academic computing
facilities, and instructing the faculty and students in the use of
academic computing equipment. Also responsible for assisting in the
maintenance of the operating system for academic use, and adminis-
trative programming as assigned.

POSITION RESPONSIBILITIES:

1.   Assist in overseeing the operation of the academic computer
      laboratories so as to promote the efficient and effective use
      of the facilities;

2.   Assist in the coordination and supervision of student employees;

3.   Assist in the maintenance of the VAX/VMS operating system for
      academic use;

4.   Responsible for helping to maintain a system of accounts for
      faculty and students using any equipment at CCSU and UCONN;

5.   Assist and instruct faculty and students in the use of VAX and
      microcomputer equipment and software;

6.   Responsible for set-up and maintenance of equipment as necessary;

7.   Develop and maintain administrative computer systems assigned.
      Perform other duties and responsibilites related to those
      enumerated above which do not alter the basic level of
      responsibility of the position.

EDUCATION AND EXPERIENCE:

A Bachelor's degree in Computer Science or a related area, and minimum
of two years experience in the VAX/VMS environment. Must have some
knowledge of and some experience with microcomputer hardware and
software. Good communication skills required. These qualifications
may be waived for individuals with appropriate experience.

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

SUPERVISOR: Director of Information Systems

SUPERVISION EXERCISED:

INCUMBENT NAME: Salvatore Miano

POSITION SUMMARY:

Assists the director or acts in his/her absence in carrying out the duties, responsibilities and functions of the Information Systems.

Manages information from the collecting and processing of data and the producing of meaningful output for the various university administrators to aid them in the operations of their departments.

POSITION RESPONSIBILITIES:

Communicates with various user departments to insure proper flow of information to and from the Data Center.

Reviews current computer systems for possible modification (improvement) or development of new systems.

Designs systems and writes computer programs to perform various functions for user departments.

Develops operational procedures for implementing computer systems.

Documents procedures and instructs using departments of their requirements in implementing the system.

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 two to three years of professional experience in information systems applications demonstrating knowledge of programming, appropriate equipment, and supervisory skills required; Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: