THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning
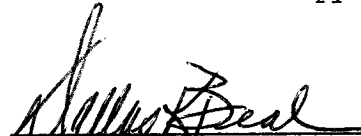
ESTABLISHMENT OF THE POSITION

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III
In The
CONNECTICUT STATE UNIVERSITY EXECUTIVE OFFICE

November 14, 1986

WHEREAS, There is a need for a person of high technical skill to support the computer-based Management Information Systems for Connecticut State University, therefore be it

RESOLVED, That the position, Assistant Director of Information Systems/Administrator III, be established in the Executive Office, effective November 14, 1986, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

A Certified True Copy:

Dallas K. Beal
President

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

An Equal Opportunity Employer

C.S.U.

~~CENTRAL~~ CONNECTICUT STATE UNIVERSITY
New Britain, CT 06050

POSITION DESCRIPTION

Position Title: Assistant Director of Information Systems

Administrative Rank: Administrator III

Department: Information Systems

Supervisor's Title: Director of Information Systems

POSITION SUMMARY:

Design, programming, testing implementation and overall development of new systems as required by the University under the direction of the Director. Supervises and maintains administrative data files and computer programs associated with the generation of reports for those areas and acts as a project leader in the development phase where required.

POSITION RESPONSIBILITIES:

Analyzes systems and designs computer programs; documents and implements new and future systems in any required language for any systemwide programming projects assigned.

Supervises and maintains operations and programs for existing systems in various administrative areas.

Assists in systems programming work as assigned by Director.

Collates information from outside sources to existing files.

Produces special reports requested by administrative officers.

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

QUALIFICATIONS:

Bachelor's degree in Computer Science, Mathematics or a related area and two to three years of professional experience in information systems applications demonstrating knowledge of programming in Basic and or Cobol on DEC VAX/VMS Systems and supervisory skills required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

POSITION TITLE: ___Assistant Director of Information Systems/Administrator III___

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT ___CSU Executive Office___
DATE ___9/23/86___

Date forms delivered to SUOAF ___9/24/86___ by ___First Class Mail___

_\ 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_   _appropriate job description_
        DATE _Oct 6th 1986_   _over_

Date returned to local DPA from SUOAF _____ by _____

Date considered by Council of DPAs ___10/23/86___ by ___DCR___

\X\ APPROVED FOR SUBMISSION TO PERC   Attachments:
_\ DISAPPROVED   position req. form _\
        VICE PRESIDENT FOR PERSONNEL _Dave Neuman_   New pos. desc.   _\
        DATE ___10/23/86___   Old pos. desc.   _\
                                                        Additional info

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

Date APPROVED BY BOARD _____ BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES:

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.

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