



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR II  
to

ACADEMIC COMPUTER SUPPORT SPECIALIST/ADMINISTRATIVE III

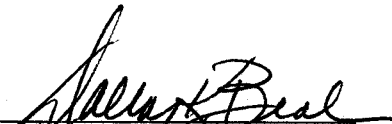
at

WESTERN CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED, That the position of Assistant to the Director of Information Systems/Administrator II at Western Connecticut State University be reclassified to Academic Computer Support Specialist/Administrator III, effective September 9, 1988, in accordance with all provisions and expectations as set forth in the proposal dated June 1, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

**THE CONNECTICUT STATE UNIVERSITY**

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



Submitted	6/1/88
	Date
By: CSU ( )	
CCSU ( )	SCSU ( )
ECSU ( )	WCSU (X)

**POSITION ACTION REQUEST**

<b>POSITION ACTION:</b>	ESTABLISH ( ) RECLASSIFY (XX) OTHER ( )	<b>DATE EFFECTIVE</b>	9/9/88	<b>PERM (X) FT (X)</b>	
<b>POSITION TITLE:</b>	Admin. 2/Assistant to the Director of Information Systems	Admin. 3/Academic Computer Support Specialist*			
<b>CURRENT</b>	7917 (Class Code)	<b>PROPOSED</b>	7918 (Class Code)		
		dependent upon \$27,800 (est.)			
<b>POSITION NUMBER:</b>	2145	<b>CURRENT SALARY</b>	23,800.	<b>PROPOSED SALARY</b>	new contract
		<b>FUND</b>	General	<b>BARG UNIT</b>	AFSCME from to

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

We are requesting a reclassification from Admin. 2/Assistant to the Director of Information Systems to Admin.3/Academic Computer Support Specialist based upon the increasing responsibilities of the position. The incumbent in this position is providing technical support in programming for the academic computer system. Due to a growing department, the incumbent will be responsible for servicing more people, handling more equipment, and providing hardware and software support for VAX and P.C.'s. The incumbent is Patricia Ann O'Neill.

The scope of these duties and responsibilities, we feel merit the reclassification of this position to Admin. 3/Academic Computer Support Specialist.

Attached is an organizational chart, identifying the proposed reclassification.

\*proposed title for Admin. 3.

\$3,200  
approx. Cost

*[Signature]*  
Signed (University)

7/15/88  
Date

**RESOLUTION**

BR# \_\_\_\_\_

**SOLVED,** That the position Administrator 2/Assistant to the Director of Information Systems be reclassified to Administrator 3/Academic Computer Support Specialist effective September 9, 1988, in accordance with all provisions and expectations as set forth in this proposal.

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

Committee \_\_\_\_\_  
Date \_\_\_\_\_

**BOARD OF TRUSTEES** \_\_\_\_\_  
Date \_\_\_\_\_

DIRECTOR OF THE  
COMPUTER CENTER/  
ADMINISTRATOR VII

UNIVERSITY ASSISTANT

ACADEMIC SUPPORT

ADMINISTRATIVE SUPPORT

CO-ORDINATOR OF  
ACADEMIC COMPUTING/  
ADMINISTRATOR V

VACANCY/  
ADMINISTRATOR V

SENIOR INFORMATION SYSTEMS  
SPECIALIST/  
ADMINISTRATOR V

TECHNICAL SYSTEMS  
ANALYST/  
ADMINISTRATOR IV

OPERATIONS MANAGER/  
ADMINISTRATOR IV

PROGRAM ANALYST/  
ADMINISTRATOR IV

ACADEMIC COMPUTER  
SUPPORT SPECIALIST/  
ADMINISTRATOR III

ACADEMIC COMPUTER  
SUPPORT (PROPOSED)/  
ADMINISTRATOR III

DATA ENTRY II

OPERATOR I

TECHNICAL SUPPORT/OP

DATA ENTRY I

ASSISTANT  
OPERATOR

STUDENT HELPERS (3)

STUDENT HELPERS (10)

UNIVERSITY ASSISTANTS (6)

ASSISTANT TO THE DIRECTOR OF THE COMPUTER CENTER  
ADMINISTRATOR II

**SUPERVISOR:** Academic Computer System Manager/Associate Director

**INCUMBENT NAME:** Patricia O'Neill

**POSITION SUMMARY:** The assistant to the director, information systems reports to the director of the information systems. Supervised by the academic computer center system manager, the incumbent is responsible for the computer programming applications, developing and maintaining user software for the operation of all computer systems using various computer languages.

**POSITION RESPONSIBILITIES:**

Report to the director of the information systems.

Supervised by the academic systems manager.

Assist faculty members and students as required by the computer center.

Assist in evaluation and selection of computer software and hardware.

Provide technical assistance in the design analysis, programming and implementation of the academic systems.

Design and develop software programs for the computer center.

Document all work.

Train computer operators, lab assistants as required.

Provide technical assistance to the director and systems manager as required.

Assist the systems manager to manage the academic computer center as required.

Assist the system manager to supervise the operators and lab assistants as required.

When directed, perform duties of other computer center positions to provide for uninterrupted service to users.

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

**EDUCATION AND EXPERIENCE:** One to two years of professional experience in information systems applications or academic computing, demonstrating strong programming skills. Bachelor's degree in Computer Science, Information Systems or related field is required. These qualifications may be waived for individuals with appropriate alternate experience.

Assistant Director, Information Systems/Administrator III  
( Academic Computer Support Specialist )

Supervisor : Director, Information Systems/Computer Center

**Position Summary :**

The Assistant Director, Information Systems reports to the Director of Information Systems. The incumbent is responsible for the Academic computer technical support, developing and maintaining academic software for the operation of all computer systems using various computer languages.

**Position Responsibilities :**

Report to the Director of the Information Systems.

Technical support to Academic computer users.

Provide training to faculty and staff users as required.

Create and develop on-line computer application programs on the VAX systems and Micro computers.

Maintain all micro computer software packages and programs.

Maintain computer software and programs, perform system conversions as required.

Develop and implement all system programs using various programming languages.

Document all work.

Assist in training of junior programmers, computer operator and staff.

Provide training to users on how to use the computer system and software packages.

Supervise lab operator and student helpers as required.

When directed, perform duties of other computer center position to provide uninterrupted service to users.

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

**Education and Experience :**

Two to three years of professional experience in Information Systems applications, demonstrating strong programming skills in BASIC, COBOL, C languages. Bachelor's degree in Computer Science, Information Systems or related field is required. These qualifications may be waived for individuals with appropriate alternate experience.

O'Neill

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Administrator 3/Academic Computer Support Specialist

Campus Western Connecticut State University Date July 20, 1988

**LEVEL 1, Day 0** Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE July 20, 1988

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronniz Kuroski

DATE OF SUOAF CAMPUS REVIEW 8/3/88

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

**LEVEL 2, Not to exceed 10 working days after receipt** Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Tipton Date Aug 8, 1988

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA \_\_\_\_\_

**LEVEL 3, Not to exceed 10 working days after receipt** Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL \_\_\_\_\_

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL \_\_\_\_\_

DATE \_\_\_\_\_

**LEVEL 4** Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved

disapproved

DATE \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_