



Central ▪ Eastern ▪ Southern ▪ Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF MICRO COMPUTER LAB/ADMINISTRATOR V
to
ASSISTANT DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR III

at

WESTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Coordinator of Micro Computer Lab/
Administrator V at Western Connecticut State University be
reclassified to Assistant Director, Information Systems
effective March 10, 1989, in accordance with all provisions
and expectations as set forth in the proposal dated January
24, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President

Doc. 242



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

J-2

SUBMITTED 1/24/89

BY: CSU []
CCSU [] SCSU []
ECSU [] WCSU [X]

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE March 10, 1989

NATURE OF THE POSITION: PERMANENT (X) FULL-TIME (X) TEMPORARY [] PART-TIME []

POSITION TITLE: Coordinator of Micro Computer Lab/Admin. 5 7921 Asst. Director Information Systems/Admin. 3
CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER 2634 CURRENT SALARY \$ 37,510. PROPOSED SALARY \$ 29,400. FUND Gen. BARGAINING UNIT AFSCME AFSCME
FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify (downgrade) a Coordinator of the Micro Computer Lab/Admin. 5 to Assistant Director, Information Systems/Admin. 3, effective March 10, 1989.

JUSTIFICATION:

At this time, the WCSU computer center can more effectively use an Assistant Director of Information Systems to provide technical support and training to users, create on-line computer application programs, maintain software and programs, develop system programs, and assist and supervise other computer center staff. We feel that these duties are more appropriately performed by an Assistant Director rather than a Coordinator of the Micro Computer Lab, and thus we request the downgrade from Admin. 5 to Admin. 3.

\$ 8110.
COST OR SAVINGS

[Signature]
SIGNED (UNIVERSITY) 1/23/89 DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUPervisor SIGN OFF FORM IF REQUIRED (X)

CELLANEIOUS COMMENTS:

Assistant Director, Information Systems/Administrator III
(Academic Computer Technical 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 computer 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 computer users.

Provide training to faculty, staff and other computer users as required.

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

Maintain all mini/micro computer software packages and programs.

Maintain all 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.

Supervise lab operator and student helpers when required.

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

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 VAX 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.

WESTERN CONNECTICUT STATE UNIVERSITY
COMPUTER CENTER
PROPOSED
JANUARY 20, 1989

DIRECTOR OF
COMPUTER
CENTER
(ADMIN 7)

ASSOCIATE DIRECTOR OF
ACADEMIC COMPUTER (ADMIN 5)

ASSISTANT DIRECTOR OF
ACADEMIC COMPUTER
(ADMIN 3)

COMPUTER OPERATOR I

ASSISTANT DIRECTOR
COMPUTER CENTER (3)
(ADMIN 3)

ASSISTANT DIRECTOR
INFORMATION SYSTEMS (1)
(1 PROPOSED)
(ADMIN 3)

DATA ENTRY OPERATOR II
DATA ENTRY OPERATOR I

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director, Information Systems

Campus Western Connecticut State University Date 1/23/89

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 1/23/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronnie Russo

DATE OF SUOAF CAMPUS REVIEW _____

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 _____ Date _____

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 _____