



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-146

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR V
to
ASSOCIATE DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR V

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED,

That the position of Assistant Director of the Computer Center/Administrator V, be reclassified to Associate Director of the Computer Center/Administrator V, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated August 16, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU - 2 AUG 21 '90 12:08 ADM AFFAIRS 203 3974082

**CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM**

SUBMITTED	8/16/90
BY: CSU []	
CCSU []	SCSU [X]
ECSU []	WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	9/7/90
NATURE OF THE POSITION:	PERMANENT [X]	FULL-TIME [X]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Assistant Director of the Computer Center, Administrator V	Associate Director of the Computer Center, Administrator V			
	CURRENT CLASS CODE	PROPOSED CLASS CODE			
POSITION NUMBER	CURRENT SALARY \$ 58,311	PROPOSED SALARY \$ 58,311	FUND Gen	BARGAINING UNIT	SUOAF
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the position of Assistant Director of the Computer Center (system Manager) Administrator V, to Associate Director of the Computer Center, Administrator V.

JUSTIFICATION:

The incumbent is currently performing extra duties (i.e. beyond the current job description) in an acting capacity. These important duties are assuming responsibility for all system software and campus-wide network software, design and implementation of computer security guidelines and procedures, and the establishment of computer accounts for all users.

Since under Article 10.5 of the Collective Bargaining Agreement the incumbent is already receiving money on an acting basis to assume these duties, this reclassification will permanently add those duties and money to the position. Therefore there will be no increase in cost to the University.

\$ 0
COST OR SAVINGS

[Signature]
SIGNED (UNIVERSITY) DATE 8-21-90

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

MISCELLANEOUS COMMENTS:
7/88

old

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of the Computer Center/Administrator ~~III~~ ✓

SUPERVISOR:

SUPERVISION EXERCISED:

INCUMBENT NAME: John Young

POSITION SUMMARY:

Assists director of computer center in installation, maintenance, and operation of administrative information systems, including systems and applications software. Acts in his/her behalf on matters related to the position responsibilities.

POSITION RESPONSIBILITIES:

Exercises direct supervision over members of administrative programming/analysis staff.

Coordinates development of new administrative applications software, including analysis, feasibility, methods and procedures, software design, and resource utilization.

Performs functions of systems manager on administrative computer, including installation and maintenance of system software, such as operating system software, compilers, etc. Establishes accounts for administrative users. Monitors system performance. Develops backup/recovery procedures and assists operations staff in implementing these procedures. May recommend hardware/software upgrades.

Writes, maintains, and documents programs as required.

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:

Two to three years experience in information systems at analysis/programming level, including knowledge of hardware/software requirements, and supervisory skills. Associate's degree in Computer Science or Data Processing is required. A bachelor's degree in computer related field is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Richard V. Farnelli

IMMEDIATE SUPERVISOR

[Signature]

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Burgh

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate Director of the Computer Center/Administrator V

POSITION SUMMARY:

Assists Director of Computer Services in the installation, maintenance and monitoring of operating system and network software. Also responsible for coordination of administrative information systems. Acts in behalf of the Director on matters related to the position responsibilities.

POSITION RESPONSIBILITIES:

Exercises direct supervision over members of the programming/analysis staff.

Coordinates development and implementation of administrative software, including analysis, feasibility, methods and procedures, software design, programming support and resource utilization.

Performs functions of system manager including installation and maintenance of systems software and management of network and cluster software. Assists in design and management of campus-wide local area network. Establishes procedures for creating computer accounts for campus users. Monitors system performance. Develops backup/recovery procedures and assists operations staff in implementing these procedures. Responsible for developing security guidelines and procedures. Evaluates hardware/software requirements and may recommend modifications or upgrades.

Writes, maintains, and documents programs as required.

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:

Five years experience in systems programming and/or applications systems analysis and programming. Knowledge of hardware and software requirements and supervisory skills are required. Masters degree in a computer related field is required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

PERSONNEL ADMINISTRATION

**SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES**

Position Title Assoc. Dir. of the Computer Center, Adm. V
Campus SCSU Date 8/16/90

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 James M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY William J. O'Dowd

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 William J. O'Dowd Date 8/16/90

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 _____

OVER FOR APPLICABLE POSITION DESCRIPTION