



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#90-147

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR FOR ACADEMIC APPLICATIONS/ADMINISTRATOR V
to

ASSISTANT DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR IV

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED,

That the position of Associate Director for Academic Applications/Administrator V be reclassified to Assistant Director of the Computer Center/Administrator IV, 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

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

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

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (<input checked="" type="checkbox"/>)	OTHER ()	DATE EFFECTIVE	<u>9/7/90</u>
NATURE OF THE POSITION:	PERMANENT (<input checked="" type="checkbox"/>)	FULL-TIME (<input checked="" type="checkbox"/>)	TEMPORARY ()	PART-TIME ()	
POSITION TITLE:	Assoc Director for Academic Applications, Administrator V		Assistant Dir of the Computer Center, Administrator IV.		
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	<u>2857</u>	CURRENT SALARY \$ <u>41,261</u>	PROPOSED SALARY \$ <u>34,993</u>	FUND	Gen BARGAINING UNIT <u>SUOAF</u>
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:


To reclassify the position of Associate Director for Academic Applications, Administrator V, to Assistant Director of the Computer Center, (Academic Computing Coordinator), Administrator IV.

JUSTIFICATION:

With the resignation of the incumbent and the centralization of academic and administrative computing, the downgrading of this position and the reassignment of some duties to position #0376 will streamline the computer center operations. Removing control over academic user accounts, and the responsibility for use and maintenance of software systems would significantly change the scope of responsibilities of this position and justify the downgrading to Administrator IV. Note that this downgrading and reassignment of some duties will result in a significant savings to the University.

\$ 6,268

~~COST~~ OR SAVINGS



 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

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director, Academic Computing Coordinator/(Data Processing)/
Computer/Administrator IV

POSITION SUMMARY:

The Assistant Director of the Computer Center, called the Academic Computing Coordinator, reporting to the Director of Computer Services, is responsible for computing services for academic users. The Associate Director will manage the academic computing facilities in the Science Building and be responsible for the operation of that facility, including the supervision of all personnel assigned to academic computing.

POSITION RESPONSIBILITIES:

Manage the campus academic computing facilities.

Implement policies and procedures for the use of academic computing services.

Provide and disseminate information and documentation regarding systems available to academic users.

Assist faculty and students in the use of the computing facilities.

Supervise the staff assigned to the academic computing facility, including University assistants and student helpers.

Provide technical guidance and assistance to academic departments in the selection and use of microcomputers and in the establishment of interfaces for diverse computer equipment, e.g. mainframe, microcomputers, plotters, etc.

Perform other duties and responsibilities 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 Information Science is required. A Master's degree is preferred. A thorough knowledge of VAX/VMS system software, academic application software and computer languages is required. Experience in supervision is required. Good communication skills are also required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Walter J. O'Quinn (Steward)

IMMEDIATE SUPERVISOR

William P. Bous

PERSONNEL ADMINISTRATION

James M. Battaglia

(Lang)
old

Southern Connecticut State University
Associate Director for Academic Application/(Data Processing)/
Computer/Administrator ~~MF~~ V
(Code)

SUPERVISOR: Director of Computer Center

SUPERVISION EXERCISED:

INCUMBENT NAME: William Leng

POSITION SUMMARY:

The Associate Director of Data Processing for Academic Applications, reporting to the Director of Data Processing, is responsible for all computing services for academic users. The Associate Director will manage the academic computing facilities in the Science Building and be responsible for the operation of that facility including the maintenance of the hardware and software systems.

POSITION RESPONSIBILITIES:

Manage the new academic computing facility in the Science Building.

Establish and implement policies and procedures for the use of academic computing services.

Maintain and disseminate documentation for systems available to academic users.

Assist faculty and students in the use of the computing facilities.

Plan for future hardware and software modifications.

Supervise the staff assigned to the academic computing facility including computer operators, graduate assistants, and student helpers.

Control the system of academic accounts on computer equipment.

Provide technical guidance and assistance to academic departments in the selection and use of microcomputers and in the establishment of interfaces of diverse computer equipment; e.g., mainframe, micro-computers, plotters, etc.

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

EDUCATION AND EXPERIENCE

SPECIAL NOTATIONS:

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

Position Title Assistant Director of the Computer Center, Adm. IV

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 Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Walt J. O'Neal

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 Walt J. O'Neal 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