



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-827-7700 ~~203-827-7700~~ ~~203-866-7373~~

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Southern Connecticut State College

Analyst/Programmer, Administrator II

January 6, 1978

RESOLVED, That the position, Analyst/Programmer, Administrator II, be established at Southern Connecticut State College effective January 6, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 4, 1978.

A Certified True Copy:


James A. Frost
Executive Director

New Position

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Manson Van B. Jennings
President

Concerning: X New Position, X Existing Position (Vacant/Filled)

Proposal: We request approval to convert our currently vacant Systems Analyst I position into an unclassified Administrator II position. The in-house title for the Administrator II position would be Analyst/Programmer. The classified position is in Salary Group 22, carrying a starting salary of approximately \$16,000. The unclassified position would be salary Group 23 with a starting salary in the range \$16,500-\$17,800.

Proposed Position:

Title/Rank Administrator II

mo./Full-Time 10 or 12 mo. Full-Part-Time	\$16,500-\$17,800 Salary Level	Extension Fund (Gen., Ed. Ext., Aux.)	AFSCME Bargaining Unit
---	-----------------------------------	---	---------------------------

Summary of Function (attach required job description)

Rationale for Altering or Establishing Position

See Attachment

Conditions of Employment if Changed or Different from Norm.

N/A

For Central Office Use

Consultation with Bargaining Unit
Completed 1/14/78

Comments:

Approved:
1. For Submission to PERC [Signature]
2. By Committee/Board _____

(Date)

(Signature)

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

4. Rationale for Altering or Establishing Position

We have experienced extreme difficulty in finding a classified Systems Analyst I to fill our vacant position. Persons eligible for such a position do not wish to leave the Hartford area, where almost all of the classified Systems Analyst jobs are located. Also, the probability of finding a classified Systems Analyst I who has any experience at all in educational institutions is extremely low. We quickly exhausted the Systems Analyst certification list and have been informed by the State Personnel Office that it will require approximately six months to prepare another list.

The conversion of this position to unclassified status gives us a greatly improved chance of filling the position promptly with a suitably qualified person. It also gives us greater latitude in assigning duties to the person filling this position. About 90% of the persons with whom the Analyst/Programmer would work outside of the Computer Center in researching the development of application systems would be unclassified employees. Precedent for this arrangement has been set by the other State Colleges where unclassified persons have been placed in comparable positions.

PROFESSIONAL EMPLOYEES

DEPARTMENTAL RECRUITMENT AND AUDIT REPORT

1. JOB DESCRIPTION AND AUTHORIZATION TO START SEARCH (to be completed before starting search):

1.1. DEPARTMENT: Computer Center TITLE: Administrator II Analyst/Programmer
TYPE OF Full-time X Part-time (P) _____ Permanent X Temporary _____
POSITION: 10 mo. _____ 12 mo. X Salary range to be advertised _____

1.2. DUTIES: (For faculty, state area of specialization, courses or areas to be taught first year, and expected division of responsibilities. For non-faculty describe job.) Works under the supervision of the Director of Data Processing. Performs systems analysis and design for administrative applications. Also has responsibility for maintenance and enhancement of existing library of programs. Supervises Programmers and oversees the implementation of new and modified programming systems. Does programming when required.

1.3. QUALIFICATIONS: (State both minimum requirements and desired characteristics: degree and experience requirements, expected publication record if relevant, and special requirements, attributes, and skills.) All qualifications, the lack of which might lead to rejection of a candidate, must be inferrable from this statement--see p. 4. Must have professional experience in computer programming and systems analysis. Must have a thorough and demonstrable knowledge of Cobol. Must have obvious skill in oral and written communication which will complement ability to deal with people. Experience in supervision of data processing professionals and work experience in an institution of higher education greatly desirable.

1.4. CLOSING DATE OF APPLICATIONS: _____

1.5. POSITION VACATED BY: Robert C. Faro DATE 7/28/77 NEW POSITION _____
TARGET SALARY \$17,000 TARGET STARTING DATE _____ TENURE TRACK? Yes

[Signature]
 Department Head

10/14/77
 Date of request

This page is to be signed by the Department Head and forwarded initially by itself to the Dean or Director for signature; it is then to be forwarded to the Vice President for Academic Affairs. Upon approval by the Vice President, the form is to be sent to the Affirmative Action Officer. Copies will be returned to the Department, with signed copies to the Dean and Vice President.

SEARCH NUMBER _____ APPROVED: _____
 Affirmative Action Officer

 Dean or Director Date Vice Pres. or Pres. Date