



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

AUTHORIZING RESOLUTION

concerning

The Alteration of an Existing Position,

ADMINISTRATOR II, ANALYST/PROGRAMMER

EASTERN CONNECTICUT STATE COLLEGE

to

ADMINISTRATOR I, COMPUTER CENTER ASSISTANT

August 14, 1979

RESOLVED, That the current position, Analyst/Programmer, Administrator II, at Eastern Connecticut State College, be revised effective August 14, 1979, to Administrator I, Computer Center Assistant, in accordance with all provisions and expectations as set forth in the proposal dated August 9, 1979, which is attached as an addendum to this Resolution.

A Certified True Copy:

A handwritten signature in cursive script, reading "James A. Frost", written over a horizontal line.

James A. Frost
Executive Director

REVISED

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

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb
(President)

Concerning: _____ New Position, XX Existing Position (Vacant/Filled)

1. Proposal: To reduce the present Administrator II position (vacant) within the Data Center to that of Administrator I prior to recruitment.

2. Proposed Position:

Title/Rank Administrator I - Computer Center Assistant

<u>12</u>	<u>9500.00</u>	<u>Gen.</u>	<u>AFSCME</u>	<u>T</u> ^(P)
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit	Temp. or Permanent
Full-Part-Time				

3. Summary of Function (attach required job description)
SEE ATTACHED

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

Job functions have been scaled down enough to warrant the change. New center director believes that Administrator I category will permit opportunity for upward mobility by permitting the hiring of an incumbent to be trained in professional computer functions.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Position will be downgraded by one rank. It is the intention to upgrade to an administrator II when the Director believes the incumbent demonstrates skills appropriate to that class.

Michael Penn
8/9/75

For Central Office Use

Consultation with Bargaining Unit Completed

Approved:

1. For Submission to PERC _____

2. by Committee/Board _____

Comments:

(Date)

(Signature)

EASTERN CONNECTICUT STATE COLLEGE
ADMINISTRATOR I - COMPUTER CENTER ASSISTANT

Prepares system and program documentation under direction of the Director. Analyzes program output and reports on the progress of projects. Writes and debugs simple programs from documentation supplied; makes additions and/or corrections to programs written by others. Compiles data for research projects as requested by the Director. Assists in supervision of student employees. Performs related work as required.

Requirements: College Degree
Knowledge of COBOL
Good writing ability
Understanding of flow charting and
documentation techniques

Salary: \$9,500.00