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AUTHORIZING RESOLUTION

concerning

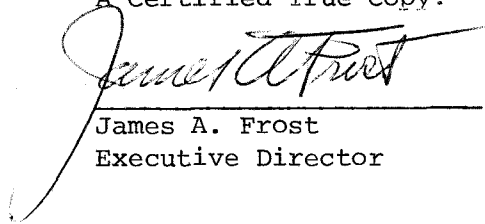
Conversion of an Existing General Fund Position
at
Central Connecticut State College

Junior Programmer Analyst/Administrator II
to
Assistant Director of Information Systems/Administrator III

October 2, 1981

RESOLVED, That the position, Assistant Director of Information Systems/Administrator III, be established at Central Connecticut State College effective January 8, 1982, in accordance with all provisions and expectations as set forth in the proposal dated September 18, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: Assistant Director of Information Systems - Administrator IIIFUND: GeneralPOSITION TYPE: Permanent X Temporary Full-time X Part-time EFFECTIVE DATE January 8, 1982 Bargaining Unit AFSCMECOST: \$ 3,000

PROPOSAL:

To implement provision of incumbent's current job description providing for promotion after one year upon recommendation of Director of Information Systems. Such recommendation has been made.

JUSTIFICATION:

In the extremely competitive Connecticut market for programmer analysts, it is essential to meet the job expectations of able junior employees. The incumbent, Leroy Enmerthal, is very able and fully deserves, after one year, the position and salary of an assistant director.

Date: September 18, 1981Prepared By Michael K. Keiser
Dean of Personnel AdministrationApproved By * LaDon James
President

POSITION DESCRIPTION

Position Title: Assistant Director Information Systems

Administrative Rank: Administrator III

Department: Information Systems

Supervisor(s) Position/Title: Director for Information Systems

POSITION SUMMARY:

Supervise and maintain administrative offices' data files and computer programs associated with the generation of reports for these particular areas. Testing, implementation, and overall supervision of new systems as required by the College, under the direction of the Director of Information Systems.

POSITION RESPONSIBILITIES:

Analyze systems and design computer programs; document and implement new and future systems in any required computer language.

Supervise and maintain operations and programs for the existing systems in various administrative offices.

Update and maintain information for databases and files in various administrative offices.

Collate information from outside sources to existing files.

Produces special reports requested by administrative areas and academic departments.

Collects statistics as it pertains to administrative requests.

Counsel students in relation to the registration process and academic programs.

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

QUALIFICATIONS:

Bachelor's degree required. One to two years of experience equipping the applicant to implement information systems applications developed by the Director of Information Systems/Computer Center.

These qualifications may be waived for individuals with appropriate alternate experience.

REVIEW AND APPROVAL:

Prepared by: _____
Reviewed by: _____
Approved by: _____

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____
Date

(Signature)

Campus JA Committee

acd

POSITION DESCRIPTION

Junior Programmer/Analyst
Position Title: Promotable to Assistant Director of Information Systems, Admin. III
Administrative Rank: Administrator II
Department: Information Systems
Supervisor(s) Position/Title Director of Information Systems

POSITION SUMMARY:

This position is a computer programmer analyst position, responsible for programming in various computer languages based on designs developed by an analyst for different systems. Expected personal growth in this position can after a minimum time of one year, enable the individual to assume, development and maintenance of systems and interaction with users on an independent basis.

POSITION RESPONSIBILITIES:

Under the supervision of the Director, and with increasing responsibility throughout the first year for independent design and analysis of users needs the incumbent:

- a. Develops online computer applications for the PDP11/70 written in Basic.
- b. Develops and maintains several computer systems written in PL/I and COBOL and other computer languages.
- c. Documents all work.
- d. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

SPECIAL CONDITIONS:

After at least one year of experience in the position above, based on the recommendation of the Director, the incumbents position may be reclassified to Administrator II, with the attached job description. The salary adjustment for this reclassification would be \$3000, in addition to any contractual increases.