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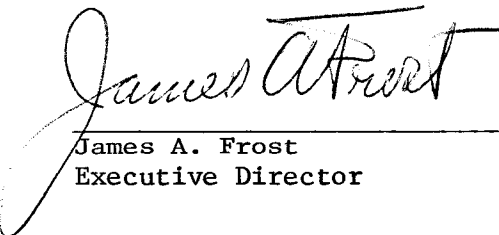RESOLUTION

concerning

Alteration in Duties
for
Assistant Director of Information Systems

In the Central Office

May 7, 1982

RESOLVED,   That the duties for the position, Assistant Director

of Information Systems/Administrator III, in the

Central Office of the Connecticut State Colleges be

altered effective April 30, 1982, in accordance with

all provisions and expectations as set forth in the

proposal dated April 28, 1982, which is attached as

an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Director, Information Systems/Administrator III

Fund: General

Position Type: Permanent X   Part-time _____

Effective Date: April 30, 1982

Cost: $3,000

Campus: Central Office

Proposal: To alter the duties and responsibilities of the position Assistant Director, Information Systems/Administrator III so that they more appropriately reflect the tasks which are now required to be performed. A commensurate adjustment in salary is also reflected.

Summary:

Because of the incumbents willingness to assume responsibility as well as his capacity for taking on more and more tasks, his current mode of operation is significantly more demanding than at the time he was an entry level employee. These changes are reflected in the new job description.

I think it is appropriate at this time to consider reclassification because of the significant changes in the job.

In addition, the incumbent has now gained enough knowledge and experience to be eligible for many other higher level positions both in and out of state-service. This is apparent to me by the serious consideration given the incumbent for the Director's job at WCSC and the Community College Directors position.

Loss of the incumbent at this time would stall several major projects and set us back in our timetable for other projects. With the market demand for programmer/analyst the way it is now, if the incumbent left, we might even be faced with hiring an entry level employee higher than now paid. Western just hired one of our students with no experience at $23,000.

Date: April 28, 1982

xc - B. Tipton 4/10/82

POSITION DESCRIPTION

Position Title: Assistant Director, Information Systems

Administrative Rank: Administrator III

Department: Information Systems

Position Summary:

> Assists the Director of Information Systems in the administration of the State College information system, and acts in his behalf when required.

Position Responsibilities:

1. Acts in behalf of the Director of Information Systems in the absence of the Director with regard to the State College information system.

2. Assists the Director in the supervision and coordination of systemwide information system activities.

3. Performs the maintenance of the following currently established system: SAAAS, Personnel, Facilities, and Course Section.

4. Writes and designs computer programs, creates documentation, tests and implements these programs.

5. Produce special reports requested by the Central Office.

6. Assists in the development and maintenance of systemwide information systems.

7. Assists in liason activities between the Central Office and the four colleges for any centralized system developed.

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

Qualifications:

1. Bachelors degree required, in Math, Business or Computer Science.

2. At least two years experience as a programmer/analyst for business systems.

3. Demonstrated ability to program effectively in several computer languages including BASIC and COBOL.

4. Demonstrated ability to understand and use operating systems on both DEC and IBM equipment.

5. Demonstrated high quality interpersonal communications skills.

POSITION DESCRIPTION

Position Title: Assistant Director, Information Systems

Administrative Rank: Administrator II

Department: Information Systems

Position Summary:
Under the direction of the Director of Information Systems, systems analysis and programming duties will be performed, related to the administrative functions of the Connecticut State College System Central Office and Central Connecticut State College.

Position Responsibilities:
1.   Writing and designing computer programs, documenting, testing and implementing these programs for administrative use.

2.   Assist in the instruction of users of the CCSC computer system in the use of various computer programs.

3.   Assists as a resource person in the use of the SAAAS accounting system.

4.   Assists in the development and maintenance of a Central Office system-wide personnel system.

5.   Assists in the development and maintenance of other computer systems as directed.

6.   Assists in liason activities between the Central Office and the four Colleges for any centralized system developed.

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

Qualifications:
1.   Bachelors degree required, in Math, Business or Computer Science.

2.   Demonstrated ability to program effectively in several computer languages including BASIC and COBOL.

3.   Demonstrated ability to understand and use operating systems on both DEC and IBM equipment (specifically RSTS/E and OS/MVS).

4.   Demonstrated high quality interpersonal communications skills.