



# STATE OF CONNECTICUT

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## AUTHORIZING RESOLUTION

concerning

Conversion of Present Position  
Data Entry Operator (Classified)

to

Junior Analyst Programmer/Administrator II (Unclassified)

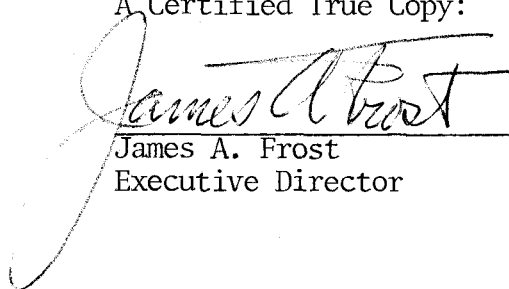
at

Western Connecticut State College

November 5, 1982

RESOLVED, That the classified position, Data Entry Operator, at Western Connecticut State College, be converted to an unclassified position, Junior Analyst Programmer/Administrator II, effective November 5, 1982, in accordance with all provisions and expectations as set forth in the proposal dated October 20, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant to the Director Computer Center/Adm. IIFund: GeneralPosition Type: Permanent X Part-time \_\_\_\_\_Effective Date: November 5, 1982Cost: Approximately \$1,252.80 annuallyCampus: Western CT State College

## Proposal:

To convert the currently vacant classified position, Data Entry Operator, to an unclassified Junior Analyst Programmer/Administrator II.

## Summary:

We are requesting that a vacant data Entry Operator be reclassified to an Administrator II (Junior Analyst/Programmer). The staff of the Computer Department consists of the following:

MIDTOWN COMPUTER CENTER

1 Administrator 6 (Director)  
 1 Administrator 3 (Asst. Director)  
 2 Administrator 2 (Programmers) - (one vacant)  
 1 Computer Operator 1  
 1 Computer Operator Trainee  
 1 Data Entry Operator 2  
 2 Data Entry Operator 1 (one vacant)

PERKIN ELMER COMPUTER CENTER (Westside)

1 Administrator 3 (Asst. Director)(vacant)  
 1 Computer Operator Trainee

The additional programmer will allow for the development of additionally needed programs and the refinement of present programs.

Date: October 20, 1982

WESTERN CONNECTICUT STATE COLLEGE

Position Description

Position Title: Assistant to the Director of the Computer Center (Junior Analyst/Programmer)

Administrative Rank: Administrator II

Department: Computer Center

Position Summary

This is a computer programmer and analyst position. The incumbent is responsible for computer programming applications and analysis including designs developed by the incumbent and other computer center staff, using various computer languages.

Position Responsibilities:

Under the direction of the Director of the Computer Center, the Junior Analyst/Programmer:

1. Develops on line computer application programs and systems on the PDP 1170.
2. Develops, implements and maintains all systems programs for all computer systems written in different computer languages.
3. Documents all work.
4. Modifies and maintains current systems.
5. Performs duties of computer operator when required.
6. Trains computer operator and other department staff in the use of the computer systems.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibility of the positions.

*Domenic W Parullo*