



THE CONNECTICUT STATE UNIVERSITY

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AUTHORIZING RESOLUTION

concerning

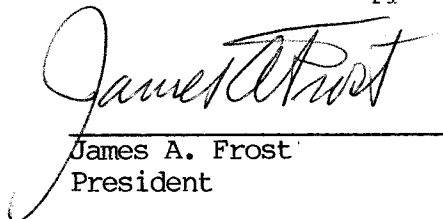
ADJUSTMENT IN DUTY and RANK

ASSISTANT TO DIRECTOR OF COMPUTER CENTER/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF THE COMPUTER CENTER (PROGRAMMER)/
ADMINISTRATOR III
at
WESTERN CONNECTICUT STATE UNIVERSITY

July 20, 1984

RESOLVED, That the duties and rank for the position, Assistant to Director of Computer Center/Administrator II, at Western Connecticut State University be adjusted to Assistant Director of the Computer Center (Programmer)/Administrator III, effective July 20, 1984, in accordance with all provisions and expectations as set forth in the proposal dated May 22, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant Director of the Computer Center (Programmer)Fund: GeneralPosition Type: Permanent X Part-time Effective Date: July 20, 1984Cost: \$3,068.Campus: Western Connecticut State University

Proposal:

To adjust the duties of the Junior Programmer (Assistant to the Director of the Computer Center) to reflect increased programming capabilities and responsibilities.

Summary:

The job description for the position of Assistant Director of the Computer Center (Programmer) includes new responsibilities in programming as well as supervision of junior programmer and student employees (see attached job descriptions). It is recommended that the incumbent receive an appropriate adjustment in salary and reclassification in recognition of these additional duties.

Date: May 22, 1984

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**THE CONNECTICUT
STATE UNIVERSITY**

Assistant Director of the Computer Center (Programmer)
Computer Center/Administrator III
(Code)

Supervisor: Director of the Computer Center

Supervisor Exercised:

Incumbent Name: Barbara Thompson

Position Summary :

This is a programmer position reporting to the Director of the Computer Center.

The incumbent is responsible for the computer programming applications, developing and maintaining user software for the operation of all computer systems using various computer language.

Position Responsibilities:

Under the direction of the Director of the Computer Center, the Assistant Director:

Develops on line computer application programs and maintains programs on the DEC hardware systems.(PDP 11/70, VAX, PC)

Develops, implements and maintains all systems programs for all computer systems written in various computer languages.

Modifies and maintains current systems.

Assist in training junior programmers, operator, staff and users in use of the computer systems.

Document all works.

When directed, performs duties of other computer positions to provide for uninterrupted service to users.

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

Education and Experience

Two to three years of professional experience in information systems applications, demonstrating programming , appropriate equipment, and system background skills. A Bachelor's degree is required; preferred in Computer Science, math or related field. These qualifications may be waived for individuals with appropriate alternate experience.

Assistant to Director of Computer Center Computer Center/Administrator II
(Code)

SUPERVISOR: Director

SUPERVISION EXERCISED:

INCUMBENT NAME: Barbara Thompson

POSITION SUMMARY:

The position Assistant to the Director of the Computer Center is an administrative support position encompassing a wide range of responsibilities within the computer center. The majority of the responsibility lies in the area of designing, developing, and maintaining user-supplied software for the operation of the B-1726 computer. This development includes interfacing with the vendor-supplied software package. Assignments cover all facets of data base generation, construction, usage and management. The programs and systems envelop the full spectrum of data processing, including initializing, updating and reporting all data fields maintained in the managed files of the data base.

POSITION RESPONSIBILITIES:

In conjunction with the Director, design and develop programs to satisfy the needs for new or existing systems.

Works with the Director on systems development. This involves formulating the major plans for new systems of programs to be developed by the computer center.

When designed by the Director, coordinate the programs and programmers involved in the implementation of a new system of programs for those systems established to be team projects. This involves co-ordination of the project from the point of phase 1 (see #1 above) through the release of the final project.

Design and flowchart new programs so as to show all decision making processes within the program. This also entails showing the effects of the new programs will have on related programs and/or systems.

Generate source language decks, including required job control language, to be used in compiling, testing and debugging new programs.

Complete thorough testing of any new or modified program so as to provide an efficient and reliable final program. This step includes operating any or all pieces of equipment in the computer center needed to complete the testing.

Develop and maintain complete documentation files for any new or modified program.

Assist and instruct new members of the programming staff as required. This

Assistant to Director of Computer Center Computer Center/Administrator II
(Code)
Continued

- 2

includes assisting in programming techniques, job control language and data base interfacing.

Develop programs for aiding both students and faculty members in educational research.

Assist in computer operations when require by the Director.

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

EDUCATION AND EXPERIENCE

One to two years of experience equipping the applicant to implement information systems applications developed by the Director of Information Systems/Computer Center. A Bachelor's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: