



# THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

## RESOLUTION

concerning

### RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR III  
to  
ASSISTANT TO THE DIRECTOR OF INFORMATION SYSTEMS/  
ADMINISTRATOR II


at

WESTERN CONNECTICUT STATE UNIVERSITY

March 7, 1986

RESOLVED, That the position, Assistant Director of the Computer Center/Administrator III at Western Connecticut State University be reclassified to Assistant to the Director of Information Systems/Administrator II, effective February 7, 1986, in accordance with all provisions and expectations as set forth in the proposal dated January 21, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

CSU-200



**THE CONNECTICUT STATE UNIVERSITY**

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

Submitted	<u>1/21/86</u>
	Date
By: . CSU ( )	
CCSU ( )	SCSU ( )
ECSU ( )	WCSU (x)

**POSITION ACTION REQUEST**

POSITION ACTION:	ESTABLISH ( ) RECLASSIFY (X) OTHER ( )	DATE EFFECTIVE	<u>2/7/86</u>	PERM (x) FT (x)	TEMP ( ) PT ( )
POSITION TITLE:	Asst. Dir. Computer Center Administrator 3	Asst. to Dir., Information Systems Administrator 2			
	7918	7917			
	CURRENT (Class Code)	PROPOSED (Class Code)			
POSITION NUMBER:	0879				
CURRENT SALARY	<u>23,820.</u>	PROPOSED SALARY	<u>16,940.</u>	FUND	General
				BARG UNIT	22
					22
					from to

**RESOLUTION**

BR# \_\_\_\_\_

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A Certified True Copy \_\_\_\_\_  
Dallas K. Beal, President, CSU \_\_\_\_\_ Date

PERCommittee \_\_\_\_\_ Date  
BOARD OF TRUSTEES \_\_\_\_\_ Date

**JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)**

The incumbent of this position terminated employment on December 18, 1985. We are requesting that the position be downgraded from Administrator 3 to Administrator 2 for recruitment purposes.

A copy of the new job description is attached.

Assistant to Director, Information Systems (Junior Programmer)/II

Supervisor: Director, Information Systems/Computer Center

Incumbent Name:

Position Summary:

Under the direction of the Director, Information Systems/Computer Center responsible for computer programming applications, developing and maintaining user software for the operation of all computer systems using various computer languages.

Position Responsibilities:

Develops online computer application programs on the VAX VMS systems and other Micro computers.

Maintains all computer software and programs, perform systems conversion as required.

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

Modifies and maintains all current systems and programs and documents all work.

Trains computer operators and users to use the computer systems as required.

Provides technical assistance to the Director and System Manager as required.

Assists in computer operations where required.

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

Education and Experience:

One to two years of professional experience in Information Systems applications, demonstrating strong programming skills. Bachelor's degree in Computer Science, Information Systems or related field is required. These qualifications may be waived for individuals with appropriate alternate experience.