



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF COMPUTER SERVICES/ADM. II
to
SYSTEM PROGRAMMER/ADMINISTRATOR III

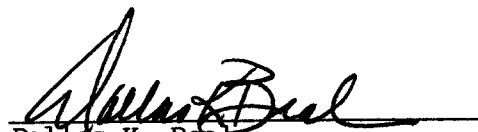
at

EASTERN CONNECTICUT STATE UNIVERSITY

October 3, 1986

RESOLVED, That the position, Assistant to the Director of Computer Services/Administrator II, be reclassified to System Programmer/Administrator III at Eastern Connecticut State University.

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 _____	Date _____
By: CSU ()	
CCSU ()	SCSU ()
ECSU ()	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY (XX) OTHER ()	DATE EFFECTIVE 10/3/86	PERM (X) FT (X)	TEMP () FT ()
POSITION TITLE:	Asst. to Dir. Comp. Svcs/Ad.2	System Programmer	Adm III	7918
	CURRENT (Class Code)	PROPOSED (Class Code)		
POSITION NUMBER:	0050	CURRENT SALARY 21,882.00	PROPOSED SALARY 23,000.00	FUND Gen.
				BARC UNIT from to
				SUOAF

RESOLUTION

BR# _____

RESOLVED, That the position Assistant to the Director of Computer Services (currently vacant) Administrator 2, be reclassified to System Programmer, Administrator 3 at Eastern Connecticut State University.

A Certified True Copy

Dallas K. Seal, President, CSU

Date _____

HR Committee

Date _____

BOARD OF TRUSTEES

Date _____

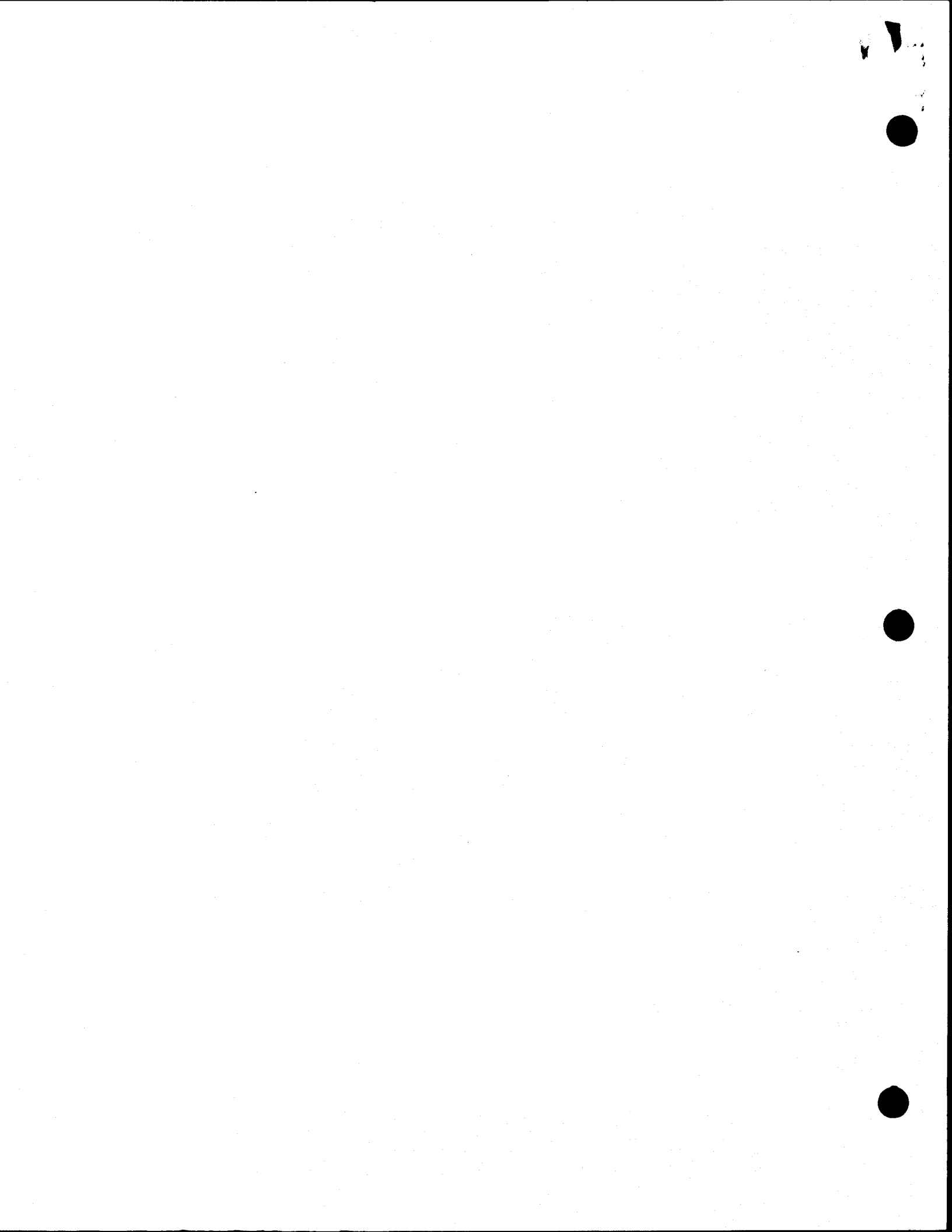
JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

This reclassification is requested to provide duties in the Data Center of a more technical nature than had been the case under the old job description. With the completion of contract of the present incumbent and the arrival of a new Data Center Director, this change is sought as part of a reorganization of the center to provide more efficient services.

RECEIVED
 SEP 15 1986
 THE CONNECTICUT STATE UNIVERSITY

\$1,918.

Approx. Cost



EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: SYSTEM PROGRAMMER

ADMINISTRATIVE RANK: 3

The System Programmer, under the supervision of the Director of Computer and Information Systems and professional staff, is responsible for the following:

1. Establishes and maintains the operating system software environment on all mini computers.
2. Develops procedures to allocate, monitor and control system resources.
3. Writes and maintains programs using appropriate high level languages.
4. Installs and deinstalls system hardware components.
5. Maintains appropriate logs.
6. Trouble shoots system problems.
7. Serves as a training and information resource to operators and users.
8. Assists in the evaluation of hardware and software.
9. Implements the operations production schedule.
10. Assists in supervision of micro computer labs.
11. Supervises operators and student workers as directed.
12. Interfaces with vendors and schedules maintenance and vendor service calls.
13. Keeps hardware and software documents current and complete.
14. Performs related duties and responsibilities which do not alter the responsibility level of the position.

QUALIFICATIONS: Bachelors Degree in Computer Science, Data Processing or equivalent with programming experience in one high level language. DCL Procedures, and DATATRIEVE with a working knowledge of VMS, VAX hardware architecture, CDD (esp. security) and MACRO Preferred. Masters preferred.

The above qualifications may be waived for individuals with alternate equivalent experience.

Betty R. Tipton
Signature for SUOAF/AFSCME Date

Michael Paul Aug 21, 1986
Signature for ECSU Date

PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

POSITION TITLE: System Programmer Administrator III

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT Michael E. Pernal
DATE 8/20/86

Date forms delivered to SUOAF 8/20/86 by Michael E. Pernal

- I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL OBLIGATIONS.

SUOAF PRESIDENT OR DESIGNEE B. Tipton
DATE 8/21/86

See position description on back of page

Date returned to local DPA from SUOAF _____ by _____

Date considered by Council of DPAs 9/16/86 by DCN

- APPROVED FOR SUBMISSION TO PERC
- DISAPPROVED

VICE PRESIDENT FOR PERSONNEL DC Neub
DATE 9/16/86

- Attachments:
- position req. form
 - New pos. desc.
 - Old pos. desc.
 - Additional info

Date APPROVED DISAPPROVED by PERC _____ by _____

Date APPROVED BY BOARD _____ BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES:

- Day 0. The local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.
- Day 1-15. SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.
- Day 16-30. Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice president for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.
- Day 31-60. Vice President for Personnel submits package to PERC and subsequently to the board.
- Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial people of completed action.
