



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

OFFICE AUTOMATION SYSTEMS SPECIALIST (CLASSIFIED)

to

ASSISTANT TO DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR II
(UNCLASSIFIED)


at

CENTRAL CONNECTICUT STATE UNIVERSITY

MAY 1, 1987

RESOLVED, That the position of Office Automation Systems Specialist (classified) at Central Connecticut State University be reclassified to Assistant to the Director of Information Systems/Administrator II (unclassified), effective May 1, 1987, pursuant to the attached proposal dated March 3, 1987.

A Certified True Copy:



Dallas K. Beal
President





THE CONNECTICUT STATE UNIVERSITY

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

Submitted 3/3/87
Date
By: CSU ()
CCSU (X) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE 5-1-87 PERM (X) FT (X)
 EFFECTIVE ~~04/05/87~~ TEMP () PT ()

POSITION TITLE: Office Automation Systems Specialist Assistant to Director of Information Systems/ADM II
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 1787 CURRENT SALARY \$22,678. PROPOSED SALARY \$27,000. FUND General BARG UNIT Clerical SUOAF from to

RESOLUTION

BR# _____

RESOLVED,

That the position of Office Automation Systems Specialist (classified) at Central Connecticut State University be reclassified as Assistant to the Director of Information Systems, Administrator II, effective May 1, 1987 pursuant to the attached proposal dated March 3, 1987.

A Certified True Copy

Dallas K. Beal
Dallas K. Beal, President, CSU

Date _____

PERCommittee _____
Date _____

BOARD OF TRUSTEES _____
Date _____

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

The duties of the incumbent have evolved dramatically so that she is not only providing training to end users but is also carrying a major responsibility for overseeing the highly specialized area of computer hardware and software purchasing. Purchasing officers with less complex duties start at \$27,000, thus such a salary for the incumbent seems the minimum appropriate. Please see attached old and new job descriptions.

\$4,322.

Approx. Cost

Robert James
Signed (University)

3/27/87
Date



CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant to the Director of Information Systems

Rank: Administrator II

Department: Information Systems

Supervisor's Title: Director of Information Systems

POSITION SUMMARY

Serves as user services and purchasing coordinator, software trainer and assistant to the Director.

POSITION RESPONSIBILITIES

Coordinates solicitation and processing of bids and proposals for computer hardware, software and peripherals and recommends final action.

Coordinates post award contract administration of purchases.

Organizes installation of equipment and posting to hazard insurance inventory control plan.

Runs training seminars in the use of various word processing software packages.

Works individually with users to train them in the use of various software packages.

Serves as resource person for software users to assist in problem solving and application development.

Supervises data entry staff operations.

Maintains data center personnel, correspondence and purchase records.

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

QUALIFICATIONS

Bachelor's degree and two or three year's experience in the field. These qualifications may be waived for appropriate alternate combinations of experience and training.



OFFICE AUTOMATION SYSTEMS SPECIALIST

The following duties may be required of the Office Automation Systems Specialist in addition to the duties described above: researches, develops and maintains materials such as manuals, user guides and training materials; receives, reviews and implements or makes recommendations or referrals to professional staff concerning specific project or system requests; implements or assists in the implementation of specific applications; determines that information flow meets standards and user requirements; researches, evaluates and assists in determining most appropriate hardware or software; provides or refers to appropriate support level for problem resolution or other assistance in such areas as procedures, equipment and software packages; monitors, evaluates and trouble-shoots such areas as system use/maintenance and back-up, disk space allocation, security, data communication problems and response time; performs, coordinates or assists in purchasing, acquisition, installation, placement, storage, maintenance, inventory and distribution processes; provides for and conducts training; assists supervisor in budget monitoring and long-range planning; performs general clerical duties such as typing and filing; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

Considerable knowledge of office automation system concepts, terminology, applications and capabilities; considerable knowledge of procedures and documentation needed in relation to office automation applications; knowledge of office management techniques; considerable interpersonal ability; oral and written communications skills; ability to develop and conduct training courses; ability to establish and maintain system procedures; ability to analyze, research and recommend action related to system and agency needs; ability to analyze and apply software options for optimum effectiveness; ability to comprehend and apply complex written and oral instructions; ability to identify and resolve equipment and applications problems.

EXPERIENCE AND TRAINING:

General Experience: Four (4) years of clerical experience.

Special Experience: Two (2) years of the General Experience must have included working with users on a regular basis in developing, implementing and maintaining specific applications for an office automation system.

Substitutions Allowed: College training in office automation systems, data processing or other closely related field may be substituted for the General Experience required on the basis of fifteen (15) semester hours equalling six (6) months of experience to a maximum of two (2) years.

This replaces the specification of Office Information Systems Specialist in Salary Group CL 16, approved effective August 9, 1985.

OFFICE AUTOMATION SYSTEMS SPECIALIST

CLASSIFIED/COMPETITIVE

CLASS CODE: 6007

FINAL NO: 5115a

S.C. CL 16

B.U. 07

O.C. 05

Effective Date

AUG 20 1985

PURPOSE OF CLASS:

As assistant to the manager (or manager's designee) who is primarily responsible for development and implementation of agency-wide office automation systems, this class is accountable for a variety of administrative and technical functions, providing administrative assistance to the manager and designated office automation professional support, if applicable, and providing coordination throughout the agency.

GUIDELINES FOR CLASS USE:

Use of this class is restricted to one position per agency according to the requirement indicated in the Purpose of Class.

This class is not intended for those positions with primary responsibility for supervising or assisting equipment users or for operating equipment although these functions may be required of the position.

The responsibilities of this class may encompass a combination of word processing and data processing functions depending upon agency requirements in office automation.

SUPERVISION RECEIVED:

Receives general direction from a manager or manager's designee responsible for agency-wide office automation systems.

SUPERVISION EXERCISED:

May lead employees of lower grade; provides training and guidance to agency personnel.

EXAMPLES OF DUTIES:

Provides administrative and technical assistance to the manager, manager's designee and/or professional office automation support team; coordinates central site support functions throughout the agency; develops, maintains and implements guidelines and procedures and prepares and maintains documentation and reports related to agency-wide activities in office automation; promotes and ensures the effective use of the agency's office automation systems which may include a number of independent information processing sites, clusters and/or shared logic systems; assesses, makes recommendations and/or provides for training needs of various agency users; acts as liaison between users/potential users, professional support staff and vendors in office automation services provided or coordinated by the central site.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

II
MKB

Position Title Assistant to the Director of Information Systems/Administrator
Campus Central Date 3-3-87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE MKB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3-3-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY James M Lynch

DATE OF SUOAF CAMPUS REVIEW 3/26/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Tipton Date March

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary per job description attached () disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 4/9/87

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC () disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C Newton DATE 4/19/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
() approved () disapproved

DATE _____
DATE OF BOARD APPROVAL _____
DATE OF BOARD DISAPPROVAL _____

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