



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

BR#90-82

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR II
to

ASSISTANT DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR III

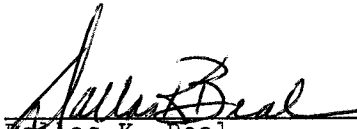
at

CENTRAL CONNECTICUT STATE UNIVERSITY

June 15, 1990

RESOLVED, That the position of Assistant to the Director, Information Systems/Administrator II at Central Connecticut State University be reclassified to Assistant Director, Information Systems/Administrator III, effective June 15, 1990, in accordance with all provisions and expectations as set forth in the proposal dated May 29, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	5/29/90
BY:	CSU []
	CCSU [X] SCSU []
	ECSU [] WCSU []

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE	6/15/90
NATURE OF POSITION:	PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []		
POSITION TITLE:	Assistant to the Director, Information Systems/ADM II (CURRENT)	Assistant Director, Information Systems/ADM III (PROPOSED)	nc
	(CLASS CODE)	(CLASS CODE)	
POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	BARGAINING UNIT
1787	\$33,119	\$ 35,603	AdFac FROM nc TO
		FUND 0	


EXPLAIN THE NATURE OF THE PROPOSAL:

To upgrade the existing Assistant to the Director of Information Systems to the title of Assistant Director of Information Systems.

JUSTIFICATION:

The increased responsibility for purchasing and contracting for computer hardware and software for the CSU System, the negotiation and writing of related contracts and related functions warrant appropriate recognition of the level and scope of responsibility through this proposed reclassification.

\$ 2,618 ²⁴⁸⁴
COST OR (SAVINGS)

 5/29/90

 SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:
7/88

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES



Position Title Assistant Director of Information Systems

Campus CCSU Date 4/19/90

LEVEL 0 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 Tom Murray

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 4/23/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

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 _____ Date _____

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary
 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 _____

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

VICE PRESIDENT FOR PERSONNEL David C. Minto DATE 5/30/90

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 OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Information Systems

ADMINISTRATIVE RANK: Administrator III

SUPERVISOR: Director of Information Systems

DEPARTMENT: Information Systems

POSITION SUMMARY:

Coordinates the purchasing and acquisition of computer hardware, software, and peripherals for the Central Connecticut State University and other campuses of the CSU System. Trains system users and acts as a resource in problem solving and applications development.

POSITION RESPONSIBILITIES:

Coordinates solicitation and arrival of bid proposals pertaining to computer hardware, software and its peripherals for CCSU as well as major hardware purchases for the University system.

Evaluates bids received; determines and recommends appropriate vendor. Prepares purchase orders and follows up to facilitate delivery.

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

Conducts training seminars for University personnel in the use of various word processing packages as well as other programs relevant to new Information System software packages and products.

Works individually with users to train them in the use of various software packages. Acts as resource person for users of various types of software to assist in problem solving and application development.

Coordinates and maintains system software and hardware contracts for the CSU system, oversees the distribution of software and documentation involving Digital Equipment Corporation's Campus-wide Software License Grant agreement.

Acts as account maintainer and document distributor for the Student Information System application program.

Responsible for maintaining departmental budget and for supervising selected support staff.

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

QUALIFICATIONS:

Bachelor's degree and two years of experience in evaluating and purchasing computer hardware and software. Strong verbal and organizational skills also required. These qualifications may be waived for individuals with appropriate alternate experience.

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.