



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

BR#92-28

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR II


at

CENTRAL CONNECTICUT STATE UNIVERSITY

February 7, 1992

RESOLVED, That the position of Assistant to the Director of Information Systems/Administrator II be established at Central Connecticut State University effective February 10, 1992, in accordance with all provisions and expectations as set forth in the proposal dated January 22, 1992, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CSU - 2

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>1/22/92</u>
BY: CSU	<input type="checkbox"/>
CCSU	<input checked="" type="checkbox"/> SCSU <input type="checkbox"/>
ECSU	<input type="checkbox"/> WCSU <input type="checkbox"/>

POSITION ACTION:	ESTABLISH <input checked="" type="checkbox"/>	RECLASSIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>	DATE EFFECTIVE	<u>ASAP</u>
NATURE OF THE POSITION:	PERMANENT <input type="checkbox"/>	FULL-TIME <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>	PART-TIME	<input type="checkbox"/>
POSITION TITLE:	Assistant to the Dir. of Info. Systems Computer Repair - ADM II				
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	New	CURRENT SALARY \$	PROPOSED SALARY \$ <u>27,881</u>	FUND	BARGAINING UNIT <u>SUOAF - Adm. Faculty</u>
					FROM TO

### EXPLAIN THE NATURE OF THE PROPOSAL:

To establish a full time Computer Repair Technician position to do on-site trouble shooting and maintenance of the University's personal computers, networks and related hardware and software.

### JUSTIFICATION:

We have investigated an outside service contract and find it to be prohibitively expensive because of the quick turn around needed.

Additionally, the quality and delivery of service will be greatly improved with a dedicated position rather than part time people or on-call service personnel.

\$ (3,688.28)

COST OR SAVINGS

*[Signature]* 1.22.92  
 SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

**DRAFT**

**CENTRAL CONNECTICUT STATE UNIVERSITY**  
New Britain, Connecticut 06050

**POSITION DESCRIPTION**

**POSITION TITLE:** Assistant to the Director of Information Systems -  
Computer Repair

**RANK:** Administrator II

**DEPARTMENT:** Information Systems

**SUPERVISOR'S TITLE:** Assistant Director of Information Systems

**POSITION SUMMARY:**

Provides technical support to the University in the repair of microcomputer systems, centralized larger computer systems, and campus computer network.

**POSITION RESPONSIBILITIES:**

Diagnoses and performs routine repairs or arranges for vendor repair, as appropriate, of all on-campus microcomputers, terminals, telephone lines, local area networks, and other workstation linkages in the University computer network.

Installs and maintains data circuits and local area networks of the computer network that are the responsibility of CCSU.

Maintains the database for a variety of software programs used to operate the campus data network. Diagnoses and corrects problems with the electronics associated with the network and the network software.

Diagnoses and performs routine repairs of malfunctions in microcomputer/central computer interfaces.

Trains and supervises student and other part-time workers to assist in problem resolution and repair.

Supervises the preparation, shipping and tracking of equipment sent for outside vendor repair. Ensures that appropriate documents and records are completed to authorize repair.

Prepares orders and maintains inventory control of parts and supplies related to computer repair.

Sets up computer projection equipment related to Information Systems training sessions.

Makes arrangements with the appropriate contractor to repair the computer center power isolation transformer, and associated power equipment, alarm and security systems, as required.

Provides operations assistance in the computer center as assigned by the Director. Participates in the on-call rotation in the department to assist with the continuous troubleshooting and repair functions.

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 in computer science, engineering, or a related area; two years experience in a similar position, diagnosing, repairing, and installing microcomputers and associated software,

and dealing with computer users regarding such issues. Experience in microcomputer networking and telecommunications; training in the repair of microcomputers by major manufacturers preferred.

12/24/91

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

RECEIVED  
JAN 13 1992  
AM 7:18, 9, 10, 11, 12, 1, 2, 3, 4, 5, 6 PM

Position Title Assistant to the Director of Information Systems - Computer Repair  
Campus CCSU Date 12/24/91

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 Donna B. Munroe

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1/2/92

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Donna B. Munroe

DATE OF SUOAF CAMPUS REVIEW January 12, 1992

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 [Signature] Date 1/30/92

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 11/21/91

DISPOSITION AT COUNCIL LEVEL:

Approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 2/3/92

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 1/29/92

DATE OF BOARD APPROVAL 2/7/92

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

RECEIVED

JAN 22 1992

CONNECTICUT  
STATE UNIVERSITY