



STATE OF CONNECTICUT  
BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Refine Job Description  
at  
Eastern Connecticut State College

Administrator I - Assistant in Data Processing

January 9, 1980

RESOLVED, That the position Administrator I - Assistant in Data Processing job description be refined at Eastern Connecticut State College effective January 9, 1980, in accordance with all provisions and expectations as set forth in the proposal dated January 8, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
Executive Director

## JOB DESCRIPTION

### ASSISTANT IN DATA PROCESSING

Under the supervision of the Director of Data Processing, the Assistant performs the following functions:

- (1) Prepares systems documentation and required manuals.
- (2) Analyzes and helps determine feasibility of converting applications to a computer.
- (3) Designs card forms and report forms.
- (4) Operates computer and auxiliary equipment.
- (5) Assists in training of classified employees.
- (6) Assists in developing methods to improve work flow within the department.
- (7) Writes computer programs in COBOL for the solving of problems from rough notes, records, narrative statements or other data.
- (8) Debugs and tests programs for accuracy and completeness.
- (9) Supervises student programmers and assists them in solving simple programming problems.
- (10) Assumes job training in the researching of application software for possible use within the College.
- (11) Assumes job training in the researching of data management techniques and problem solving for possible improvement in operating efficiency.
- (12) Maintains inventory of department's data processing supplies.
- (13) Provides some assistance in teleprocessing and remote job entry techniques.
- (14) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb  
(President)

Concerning:          New Position, XX Existing Position (Vacant/Filled)

1. Proposal: To reduce the present Administrator II position (vacant) within the Data Center to that of Administrator I prior to recruitment as requested in my previous submission of 8/9/79.

2. Proposed Position:

Title/Rank	<u>Administrator I - Assistant in Data Processing</u>			
<u>12</u> 10 or 12 mo. Full-Part-Time	<u>\$9,500.00</u> Salary Level	<u>Gen.</u> Fund (Gen., Ed. Ext., Aux.)	<u>AFSCME</u> Bargaining Unit	T <u>P</u> Temp. or Permanent

3. Summary of Function (attach required job description)

SEE ATTACHED

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

No change to previous SC-P except to provide more detailed job description.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

No change from previous SC-P

*Michael Pennel*

1-2-79

For Central Office Use

Consultation with Bargaining Unit Completed

1/8/80  
*cmr*

Approved:

1. For Submission to PERC *cmr*
2. By Committee/Board \_\_\_\_\_

Comments:

\_\_\_\_\_  
(Date) (Signature)