



STATE OF CONNECTICUT

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FOR THE STATE COLLEGES

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RESOLUTION

concerning

ESTABLISHMENT OF THE POSITION
of

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS

IN THE CENTRAL OFFICE

July-18, 1980

- WHEREAS, There is need for a person of high technical skill to support the computer-based Management Information Systems now under development for the Connecticut State Colleges, therefore be it
- RESOLVED, That there be and hereby is established the position of Assistant Director of Information Systems in the Central Office of the Connecticut State Colleges, and be it
- RESOLVED, That the position shall be in the Unclassified Service and shall carry an annual salary not to exceed \$20,000.

A Certified True Copy:

A handwritten signature in cursive script that reads "James A. Frost".

James A. Frost
Executive Director

CONNECTICUT STATE COLLEGES
CENTRAL OFFICE

POSITION DESCRIPTION

Position Title: Assistant Director of Information Systems
Administrative Rank: Administrator II
Department: Central Office
Supervisor(s) Position/Title MIS Director

POSITION SUMMARY:

Maintains computer programs and data files as required by central office. Generates new files and programs as required. Responsible for the production of data requests, designs productions, testing and overall supervision of new systems as required by the central office.

POSITION RESPONSIBILITIES:

Analyze systems and design computer programs; document and implement new and future systems.

Supervises, updates and maintains existing programs and systems.

Designs and implements new data processing system.

Collate information from outside sources to existing files.

Collects statistics as it pertains to administrative requests.

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

POSITION DESCRIPTION

Position Title: Assistant Director, Information Systems

Administrative Rank: Administrator II

Department: Information Systems

Position Summary:

Under the direction of the Director of Information Systems, systems analysis and programming duties will be performed, related to the administrative functions of the Connecticut State College System Central Office and Central Connecticut State College.

Position Responsibilities:

1. Writing and designing computer programs, documenting, testing and implementing these programs for administrative use.
2. Assist in the instruction of users of the CCSC computer system in the use of various computer programs.
3. Assists as a resource person in the use of the SAAAS accounting system.
4. Assists in the development and maintenance of a Central Office system-wide personnel system.
5. Assists in the development and maintenance of other computer systems as directed.
6. Assists in liason activities between the Central Office and the four Colleges for any centralized system developed.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications:

1. Bachelors degree required, in Math, Business or Computer Science.
2. Demonstrated ability to program effectively in several computer languages including BASIC and COBOL.
3. Demonstrated ability to understand and use operating systems on both DEC and IBM equipment (specifically RSTS/E and OS/MVS).
4. Demonstrated high quality interpersonal communications skills.

Interdepartment Message

SAVE TIME: *Handwritten messages are acceptable.*
Use carbon if you really need a copy. If typewritten, ignore faint lines.

510-201 REV. 7/78 STATE OF CONNECTICUT
(Stock No. 6938-051-01)

To	NAME Dr. M. Becker	TITLE Dean of Personnel Administration	DATE 8-25-80
	AGENCY	ADDRESS	
From	NAME Mr. J. Malone	TITLE Director of Info. Systems	TELEPHONE 7561
	AGENCY	ADDRESS	
SUBJECT Re Classification of Mr. William Aust			

At the present time, Mr. Aust is classified as an Administrator I, Junior Programmer Analyst. In the agreement setting up this job, Mr. Aust would be eligible for a reclassification to Administrator II, with a \$3,000 increase in salary. This was a condition of his employment.

We are now using Mr. Aust in a capacity far beyond that for which he was originally hired. Because of his previous training here, he adapted immediately to the system and has almost from the start been able to do systems development and programming as well as any assistant director here.

Consequently, I am recommending that the rest of the one year waiting period be waived, and that Mr. Aust be reclassified immediately to Administrator II, and be given the agreed upon \$3,000 salary increase.

Mr. Aust is certainly an asset to the College, and the system he has worked on in the time he has been here reflect the superior programmer/analyst that he is.

cc J. Pikiell, V.P. Admin Affairs

shared w/opa 8/28/80

William L. Aust Jr.
950 Farmington Ave. Apt. B-23
New Britain, Connecticut 06053
203-229-8964

Education: Central Connecticut State College
New Britain, CT
Bachelor of Science, December 1979
Major: Accounting,
with concentration in Data Processing

Professional
Experience: Programmer/Analyst

Connecticut State Colleges, New Britain, CT
December 1980 to Present

Department Responsibilities:

Writing and designing computer programs,
documenting, testing and implementing
these programs for administrative use.

Assist in the instruction of users of the
CCSC computer system in the use of
various computer programs.

Assist as a resource person in the use of the
SAAAS accounting system.

Assists in the development and maintenance of
a Central Office system wide personnel
system.

Assists in the development and maintenance of
other computer systems.

Assists in liaison activities between the
Central Office and the four Colleges
for any centralized system development.

Central Connecticut State College, New Britain, CT
April, 1980 - December 1980

Departmental Responsibilities:
Financial Aid Office
Admissions Office

Professional Experience Con't

Programming Responsibilities:

- Maintenance of System programs
- Designing and writing Financial Aid's online Update and report programs
- Maintaining existing programs for the Registrars office, the Admissions office, Housing office, and the Financial Aid office

Computer Operator

(Solely responsible for second-shift systems operation)

Central Connecticut State College, New Britain, CT
November, 1977-April, 1980

Responsibilities:

- Execution of disk backups
- Scheduling of Jobs on the PDP11/70
- Setting up JCL for both the PDP and IBM
- Generation of systems whenever necessary
- Voluntary suggestions for the improvement of Central's Data Center operation, e.g. shortening job loading, programming to run double jobs on a single terminal, creating of a carriage tape loading program
- Maintenance of System Programs
- Consultation with students, staff, and faculty regarding the use and operation of equipment as appropriate

Developed and implemented :

State Agency Appropriation Accounting System (SAAAS)
State of Connecticut
February, 1979 - Present

Technical Skills:

Languages: COBOL, PL/I, BASIC, BASIC+2, RMS11/K
Operating Systems: PDP11/70 RSTS/E, IBM 360/370 OS/VS