STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. BOX 2008   NEW BRITAIN, CONNECTICUT 06050
827-7700
TEL. NEW BRITAIN: 203 XXX XXXX   XXX XXXXXXXXXXXXX XXXXXXXXXX

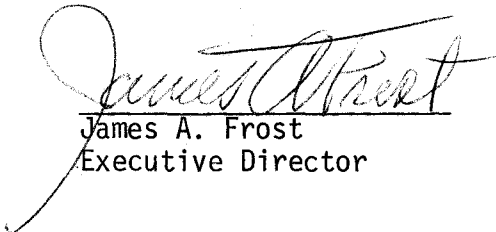AUTHORIZING RESOLUTION

concerning

Establishment of a New Position
at
Eastern Connecticut State College

Assistant Director of Data Processing/Administrator II

September 5, 1980

RESOLVED, That the position, Assistant Director of Data Processing/

Administrator II, be established at Eastern Connecticut

State College effective September 5, 1980, in accordance

with all provisions and expectations as set forth in the

proposal dated August 20, 1980, which is attached as an

addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant Director of Data Processing

FUND: Auxiliary Services

POSITION TYPE: PERMANENT __X__   TEMPORARY _____

FULL-TIME __X__   PART-TIME _____

EFFECTIVE DATE: __9/5/80__   BARGAINING UNIT __AFSCME__

COST: __$15,000.00__

PROPOSAL: To create in the auxiliary fund a new position,
Assistant Director of Data Processing

SUMMARY: See attached job description and memo of justification

DATE: __8/20/80__   BY: _____

MP/emb

JOB DESCRIPTION

ASSISTANT DIRECTOR OF DATA PROCESSING

The Assistant Director of Data Processing reports to the
Director and is responsible for systems analysis and assists
in the direction of the College's Data Center Operations. In the
absence of the director the Assistant Director assumes responsibility for the
Data Center.

THE ASSISTANT DIRECTOR:

(1) Assists the Director   in the selection, development,
    supervision and evaluation of Data Center personnel,
    and student assistants.

(2) Provides technical assistance to the Director in the
    design, analysis, programming and implementation of
    academic and administrative systems.

(3) Works with Data Center users in the scheduling of
    user processing requirements.

(4) Advises computer science faculty and students as
    required.

(5) Assists in the establishment and maintenance of data
    element dictionaries, system/program description files,
    program instruction manuals, and user manuals.

(6) Prepares and completes reports as needed.

(7) Attends workshops and meetings on other campuses as required.

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

_____   _____
Signature   Date   Signature   Date
  for the College   for AFSCME

Interdepartment Message

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

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

	NAME	TITLE	DATE
To	Michael Pernal	Dean of Personnel	8/20/80
	AGENCY	ADDRESS	

	NAME	TITLE	TELEPHONE
From	Margaret S. Wilson	Vice President for Administrative Affairs	306
	AGENCY	ADDRESS	

SUBJECT

Attached is a job description for the Administrator II position in the Data Center we discussed at our last meeting on the Data Center staffing.

This position is the job that was created in early 1976 and first assigned to James Brown. The position is that of Assistant Director of the Data Center, ranked at Adminstrator II and charged to the Auxiliary Services Fund.

The reinstatement of this position will align the staffing of Eastern's Data Center with that of WestConn.

The qualifications for this position are as follows:

> Bachelor's degree with computer science major or equivalent. Four years experience with background in COBOL programming and systems analysis. Familiarity with NCHEMS, WICHE and Connecticut systems would be helpful. Master's degree would count as one year experience.

The professional staff of the Data Center currently consists of the Director and Administrator I. The Administrator I position was just filled and the incumbent presently is in training in COBOL programming and Eastern's systems. This is the least professionally staffed Data Center of the State College system and certainly cannot be expected to perform adequately. The organization of the Data Center must be improved to reduce the clerical burden of other administrative offices and provide timely management information to senior administrators. The lack of authorization at the present moment of the college's attempt to fill the Computer Programmer I position makes it all the more imperative that we move at once to create the Administrator II position; therefore, please take whatever action is necessary to create this position and initiate the selection process.

MSW:FGH:ibt

RECEIVED
AUG 20 1980
MICHAEL E. PERNAL
DEAN OF PERSONNEL
ADMINISTRATION