



STATE OF CONNECTICUT

BOARD OF TRUSTEES FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

AUTHORIZING RESOLUTION

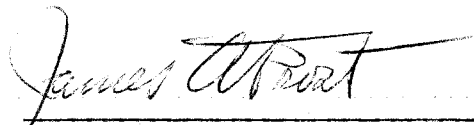
concerning

Conversion of a General Fund Classified Position
at
Western Connecticut State College
to
Perkin Elmer Computer Center Manager/Assistant Director/
Administrator III

October 2, 1981

RESOLVED, That the current classified position of Computer Operator be converted to Perkin Elmer Computer Center Manager/Assistant Director/Administrator III, at Western Connecticut State College effective October 2, 1981, in accordance with all provisions and expectations as set forth in the proposal dated September 24, 1981, which is attached as an Addendum to this Resolution.

A Certified True Copy:



James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Perkin Elmer Computer Center Manager/Assistant Director/Administrator IIIFund: GeneralPosition Type: Permanent X Part-time Effective Date: October 2, 1981Cost: Minimal IncreaseCampus: Western Connecticut State College

Proposal: To convert a classified position, Computer Operator, to an unclassified position at the level of Administrator III.

Summary:

To convert the new position of Computer Operator (classified) provided for in the 1981-82 budget to: Administrator III - Perkin Elmer Computer Center Manager/Assistant Director.

The computer needs of the Westside Campus have changed since the original submission of the requested positions for the 1981-82 fiscal year. These changes have been caused, in part, by the new Perkin Elmer Computer which will be housed on the Westside Campus.

Date: September 24, 1981

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

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, Elizabeth McCoy
~~President~~

Dean of Personnel Admin.

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

1. Proposal: To convert the new position of Computer Operator (classified) provided for in the 1981-82 budget to:

2. Proposed Position:

Title/Rank Administrator 3 - Perkin Elmer Computer Center Manager/Assistant Director

12 mo. FT.
10 or 12 mo.
Full-Part-Time
Temp. - Perm.

\$14,000. min.
Salary Level

General
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)
See attached

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4. Rationale for Altering or Establishing Position

The computer needs of the Westside Campus have changed since the original submission of the requested positions for the 1981-82 fiscal year. These changes have been caused, in part, by the new Perkin-Elmer Computer which will be housed on the Westside Campus.

5. Conditions of Employment if Changed or Different from Norm.

N/A

For Central Office Use

Consultation with Bargaining Unit
Completed _____

Comments:

Approved:

1. For Submission to PERC _____
2. By Committee/Board _____

WESTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Perkin Elmer Computer Center Manager/Assistant Director

Administrative Rank: Administrator III

Department: Computer Center

POSITION SUMMARY

The Perkin Elmer Computer Center Manager/Assistant Director reports to the Vice President for Administrative Affairs and provides on site direction of the Perkin Elmer Computer Center Operations. The majority of the responsibility lies in the area of maintaining all equipment and user-supplied software for the operation of the computer.

POSITION RESPONSIBILITIES

1. Assists in the selection, development, supervision and evaluation of Perkin Elmer Computer Center personnel and student assistants.
2. Provides technical assistance in the design analysis, programming and implementation of academic systems.
3. Designs systems and writes computer programs to perform various functions for the user departments.
4. Works with Perkin Elmer Computer Center users in the scheduling of user processing requirements as directed.
5. When directed, performs duties of other computer center positions to provide for uninterrupted service to users.
6. Assists computer science faculty and students as required.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.