



STATE OF CONNECTICUT  
 BOARD OF TRUSTEES  
 FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Conversion of Existing Position  
 Assistant in Computer Center (Administrator I)  
 To  
 Assistant Director of the Computer Center  
 (Lead Programmer)/Administrator III

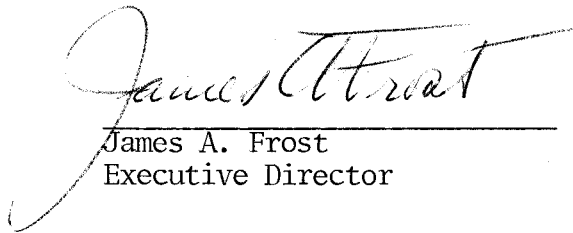
At

Western Connecticut State College

December 3, 1982

RESOLVED, That the position, Assistant in Computer Center (Administrator I), at Western Connecticut State College be converted to Assistant Director of the Computer Center (Lead Programmer)/Administrator III, effective December 3, 1982, in accordance with all provisions and expectations as set forth in the proposal dated November 9, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
 \_\_\_\_\_  
 James A. Frost  
 Executive Director

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

Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, [Signature] X  
President

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

1. Proposal: To convert the position of Assistant in the Computer Center (Admin. I) to Assistant Director of the Computer Center (Admin. III)

2. Proposed Position:

Title/Rank Assistant Director of the Computer Center  
(Lead Programmer) Admin III

<u>12 mo. FT Perm.</u>	<u>\$15,000.</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time	Minimum	Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)  
See attached current and proposed job descriptions.

4. Rationale for Altering or Establishing Position

The alteration of the Administrator I position, that was responsible for the supervision of data entry activities, to an Administrator III position, that will be responsible for programming, is necessitated by the changing operating needs in the Computer Center. The increased need for programming, required in part for the modification of existing programs, will continue with the conversion to the PDP 11/70. An Assistant Director who will provide supervision and guidance to junior programmers is necessary to ensure that the increasing reliance upon computerized systems is satisfactorily maintained.

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

For Central Office Use

Consultation with Bargaining Unit  
Completed \_\_\_\_\_

Approved:

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

Comments:

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant Director of the Computer Center (Lead Programmer)/Adm. IIIFund: GeneralPosition Type: Permanent X Part-time \_\_\_\_\_Effective Date: December 3, 1982Cost: \$4,500 to \$8,000 in 1982-83  
(difference between minimum & maximum of ranks I and III)Campus: Western CT State CollegeProposal: To convert existing position Assistant in Computer Center (Adm. I)  
to Assistant Director of the Computer Center (Lead Programmer)/Adm. III.

## Summary:

The alteration of the Administrator I position that was responsible for the supervision of data entry activities to an Administrator III position that will be responsible for programming is necessitated by the changing operation needs in the Computer Center. The increased need for programming required in part for the modification of existing programs will continue with the conversion to the PDP 11/70. An Assistant Director who will provide supervision and guidance to junior programmers is necessary to ensure that the increasing reliance upon computerized systems is satisfactorily maintained.

Date: November 9, 1982

CURRENT

WESTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Data Entry Supervisor / Assistant in the Computer Center

Administrative Rank: Administrator I

Department: Computer Center

POSITION SUMMARY

Under the direction of the Director of Data Processing, the incumbent in this position supervises data entry activities of the data entry personnel of the Computer Center.

POSITION RESPONSIBILITIES

Under supervision from the Director, supervises the day to day data entry activities of the data entry staff.

Responsible for providing feedback, based on edit reports, to user departments concerning rejected data elements.

Serves as data entry librarian.

Organizes data for processing by data entry staff (i.e. batch production).

Ensures timely data entry output in conformance with the requirements of the operations division.

Performs data entry tasks as required.

Performs special projects as directed by the Director.

Responsible for responding to user departments with regard to existing data entry procedures that are not being adhered to or not understood.

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

WESTERN CONNECTICUT STATE COLLEGE

Position Description

Position Title: Assistant Director of the Computer Center  
(Lead Programmer)

Administrative Rank: Administrator III

Department: Computer Center

Position Summary:

This is a lead programmer position reporting to the Director of the Computer Center.

The incumbent is responsible for computer programming applications and analysis including designing, developing and maintaining user-supplied software for the operation of all computers using various computer languages.

Position Responsibilities:

Under the direction of the Director of the Computer Center, the Assistant Director:

1. Develops on line computer application programs and maintains systems on the PDP 11/70.
2. Develops, implements and maintains all systems programs for all computer systems written in various computer languages.
3. Modifies and maintains current systems.
4. Trains junior analyst/programmers in the development and application of programs.
5. Trains computer operator and other department staff in the use of the computer systems.
6. Assists the Director in the selection, development and supervision of computer center personnel.
7. When directed, performs duties of other computer center positions to provide for uninterrupted service to users.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibility of the positions.