



# THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

## RESOLUTION

concerning

ESTABLISHMENT OF A POSITION (General Fund)

at

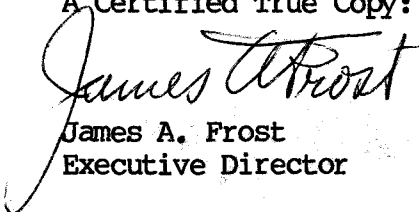
EASTERN CONNECTICUT STATE UNIVERSITY

ASSISTANT TO THE DIRECTOR OF DATA PROCESSING FOR SYSTEMS  
ANALYSIS AND PROGRAMMING/ADMINISTRATOR III

September 1, 1983

RESOLVED, That the position, Assistant to the Director of Data Processing for Systems Analysis and Programming/Administrator III (General Fund), be established at Eastern Connecticut State University, effective September 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated August 11, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost  
Executive Director

Central Connecticut State University • New Britain  
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven  
Western Connecticut State University • Danbury

EASTERN CONNECTICUT STATE UNIVERSITY  
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to the Director of Data Processing for Systems Analysis  
and Programming/Administrator 3.

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY \_\_\_\_\_  
FULL-TIME XX PART-TIME \_\_\_\_\_

EFFECTIVE DATE: 9/1/83 BARGAINING UNIT SCOAF

COST: \$22,000.00

PROPOSAL: To create a new administrative position to assist in systems  
development analysis and programming.

SUMMARY: Please see attached job description

DATE: 8/11/83

BY: Michael R. Webb  
For Charles R. Webb, President

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Data Processing for  
Systems Analysis and Programming

ADMINISTRATIVE RANK: III

POSITION SUMMARY

Under the general supervision of the Director of the Data Center, the incumbent performs the following duties.

1. Develops systems and prepares appropriate systems documentation and required back-up materials as directed.
2. Writes, tests, and debugs programs using COBOL, DEC DATA TRIEVE, and/or other appropriate languages.
3. Implements and installs revisions to operating and new software packages.
4. Provides liaison to Central Office with regard to the operation and installation of software developed for use by the State University system.
5. Supervises clerical and operations personnel (including second shift) and student workers as directed.
6. Assists in researching and reviewing external systems to determine application feasibility to Eastern.
7. Assists in the scheduling of Data Center production to provide timely and accurate service to users.
8. Ensures that appropriate maintenance is provided for all computer hardware, software and the communications network.
9. Provides assistance in teleprocessing and remote job entry techniques.
10. Operates computing and peripheral equipment, as directed.
11. Performs other duties related to those enumerated above which do not alter the basic level of position responsibility.

Qualifications

A minimum of three (3) years experience in systems development and operations, a basic knowledge of Data Center operations. A bachelor degree in computer science or related field is preferred.

Michael Paul 8/11/83  
Signature Date  
for the University

James J. Malone 8/17/83  
Signature Date  
for SCAP

MP/emb  
8/11/83