



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

INSTRUCTOR

to

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III

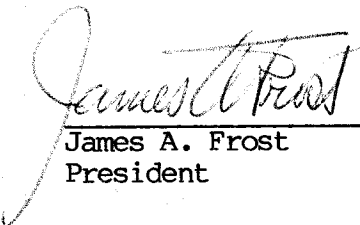
at

CENTRAL CONNECTICUT STATE UNIVERSITY

January 18, 1985

RESOLVED, That the position of Instructor at Central Connecticut State University be reassigned and reclassified to Assistant Director of Information Systems/Administrator III, effective January 18, 1985, in accordance with all provisions and expectations as set forth in the proposal dated December 21, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

RECEIVED
DEC 21 1984
THE CONNECTICUT
STATE UNIVERSITY

TITLE: Assistant Director of Information Systems

FUND: Extension

POSITION TYPE: Permanent X Temporary
Full-time X Part-time

EFFECTIVE DATE: 18 January 1985 BARGAINING UNIT: Admin. Faculty

COST: \$8278 (Based on difference between salary of old position's last incumbent and target salary of \$27,000, inclusive of fringe benefit cost on the difference.)

PROPOSAL:

To alter currently vacant position of Instructor to that of Assistant Director of Information Systems. See attached job description.

JUSTIFICATION:

As the computer science program has continued to expand and as other academic disciplines have joined in the explosion of computer usage it has been necessary to divert the energies of programmer/analysts to servicing those needs and thus neglecting the continuing needs of administrative areas for programming services. If the University is to continue to operate efficiently these administrative needs must be met. The position to be converted is not needed in the educational programs of the Extension Fund and thus is an established position available for this purpose.

Date: 21 December Prepared by: Michael K Decker
Approved by: A Don James

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Assistant Director of Information Systems

Administrative Rank: Administrator III

Department: Information Systems

Supervisor's Title: Director of Information Systems

POSITION SUMMARY:

Design programming, testing, implementation and overall supervision of new systems as required by the University under the direction of the Director. Supervises and maintains administrative offices' data files and computer programs associated with the generation of reports for those areas.

POSITION RESPONSIBILITIES:

Analyses systems and designs computer programs; documents and implements new and future systems in any required language.

Supervises and maintains operations and programs for existing systems in various administrative offices.

Assists in systems programming work as assigned by Director.

Collates information from outside sources to existing files.

Produces special reports requested by administrative officers and academic departments.

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

QUALIFICATIONS:

Bachelor's degree and two to three years of professional experience in information systems applications demonstrating knowledge of programming, appropriate equipment and supervisory skills required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.