

Ans

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS/ADMINISTRATOR IV

in the

CONNECTICUT STATE UNIVERSITY ADMINISTRATION OFFICE

May 3, 1985

RESOLVED, That the position, Assistant Director of Information Systems/Administrator III in the Connecticut State University Administration Office be reclassified to Associate Director of Management Information Systems /Administrator IV, effective May 10, 1985, in accordance with all provisions and expectations as set forth in the proposal dated April 24, 1985, which is attached as an addendum to this resolution.

A Certified True Copy:

James A. Frost
President

THE CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Associate Director of Management Information Systems/Adm. IV

FUND: General

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

EFFECTIVE DATE: May 10, 1985
Bargaining Unit: Administrative Faculty

COST: \$3,492

PROPOSAL:

To increase the duties of Mr. William Aust, Assistant Director of Information Systems/Administrator III, and make him Associate Director of Management Information Systems/Administrator IV with a salary increase of \$133.78 bi-weekly or \$3,492.00 annually to a new annual salary of \$35,000.

See position description attached.

JUSTIFICATION:

As supervisor of the Information Systems function for The Connecticut State University Administration Office, the incumbent, whose duties include coordinating programming activities for the four CSU campuses in addition to his regularly assigned tasks, is, as Assistant Director of Information Systems/Administrator III, inadequately classified and compensated for the level of responsibility at which he functions. While he can command and has been offered better salary opportunities elsewhere, he is amenable to accepting a change in rank to Associate Director of Management Information Systems/Administrator IV with the attendant salary adjustments.

Date: April 24, 1985

Prepared By: *Marta Lytle*

Approved By: *Spina De Lynch*

POSITION TITLE: ASSOCIATE DIRECTOR/MANAGEMENT INFORMATION SYSTEMS

ADMINISTRATIVE FACULTY

Diana M. Lynch

4/29/85

Date

IMMEDIATE SUPERVISOR

Date

AGENCY PERSONNEL ADMIN.

Date

POSITION DESCRIPTION

Position Title: Associate Director of Management Information Systems

Administrative Rank: Administrator IV

Department: Information Systems

Position Summary:

Assists the Associate Executive Officer for Management Information Systems in the overall administration of the Connecticut State University Information Systems area and acts in his/her behalf when required.

Position Responsibilities:

1. Supervise and coordinate programming functions of those assigned to assist in the programming of new computer systems.
2. Analyze systems and design computer programs, document and implement new computer systems.
3. Supervise and maintain online systems, programming and other operations for existing systems: SAAAS, Personnel, Facilities, Course Section, and Student files.
4. Generates varied and complex special reports as requested by the CSU Administration Office.
5. Assists in the development and maintenance of systemwide information systems.
6. Assists in liaison activities between the CSU Administration Office and the four universities for any centralized system developed.
7. Acts as the head of the Information Systems Department in the absence of the Associate Executive Officer for Management Information Systems.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Education and Experience:

Master's degree and four years of experience in systems analysis and programming, and demonstrate familiarity with Digital Equipment Corp. systems required. These qualifications may be waived for individuals with appropriate alternate experience.

April 23, 1985

UNCLASSIFIED POSITION ALTERATION SUMMARY*Quest*Title: Assistant Director, Information Systems/Administrator IIIFund: GeneralPosition Type: Permanent X Part-time _____Effective Date: April 30, 1982Cost: \$3,000Campus: Central Office

Proposal: To alter the duties and responsibilities of the position Assistant Director, Information Systems/Administrator III so that they more appropriately reflect the tasks which are now required to be performed. A commensurate adjustment in salary is also reflected.

Summary:

Because of the incumbents willingness to assume responsibility as well as his capacity for taking on more and more tasks, his current mode of operation is significantly more demanding than at the time he was an entry level employee. These changes are reflected in the new job description.

I think it is appropriate at this time to consider reclassification because of the significant changes in the job.

In addition, the incumbent has now gained enough knowledge and experience to be eligible for many other higher level positions both in and out of state-service. This is apparent to me by the serious consideration given the incumbent for the Director's job at WCSC and the Community College Directors position.

Loss of the incumbent at this time would stall several major projects and set us back in our timetable for other projects. With the market demand for programmer/analyst the way it is now, if the incumbent left, we might even be faced with hiring an entry level employee higher than now paid. Western just hired one of our students with no experience at \$23,000.

Date: April 28, 1982