THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ASSOCIATE DIRECTOR OF INFORMATION SYSTEMS & COMPUTER SERVICES
ADMINISTRATOR IV
at
EASTERN CONNECTICUT STATE UNIVERSITY

December 6, 1985

RESOLVED,   That the present position, Computer Programmer 2
be reclassified to Associate Director of Infor-
mation Systems and Computer Services/Administrator
IV, and that the bargaining unit be changed from
Engineering Technical to State University Organi-
zation of Administrative Faculty-American
Federation of State, County and Municipal
Employees.

A Certified True Copy:

Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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POSITION ACTION REQUEST

Submitted _____
Date

By: CSU ( )
CCSU ( ) SCSU ( )
ECSU (X) WCSU ( )

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) **DATE EFFECTIVE** 12/6/85 **PERM** (X) **FT** (X) **TEMP** ( ) **PT** ( )

POSITION TITLE: Computer Programmer 2   2391   Assoc. Dir. of Info. Systems & Comp. Svcs./Ad. 4
CURRENT   (Class Code) PROPOSED   (Class Code)

POSITION NUMBER: 1341   **CURRENT SALARY** 31,126   **PROPOSED SALARY** 31,126   **FUND** Gen   **BARG UNIT** Eng.   SUOAF
                                                                                    from   to

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R E S O L U T I O N   BR# _____

RESOLVED, That the present position, Computer Programmer 2, be reclassified to Associate Director of Information Systems and Computer Services and that the bargaining unit be changed from Engineering Technical to SUOAF.

A Certified True Copy _____ _____
                        Dallas K. Beal, President, CSU   Date

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PERCommittee 11/27/85   **BOARD OF TRUSTEES** 12/6/85
      Date   Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

This reclassification will permit the University to assign additional, high-level responsibilities to Data Center Staff and will provide an orderly delineation of authority. The use of an Associate Director position will provide a Data Center organizational plan that parallels those of the other three campuses. The proposed rank is Administrator 4.

-0-   _____   11/13/85
Approx. Cost   Signed (University)   Date

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE   ASSOCIATE DIRECTOR OF INFORMATION SYSTEMS
                                  AND COMPUTER SERVICES

ADMINISTRATIVE RANK   4

Under the general supervision of the Vice-President of Administrative
Affairs the Associate Director reports to the Director of Information
Systems and Computer Services and is responsible for systems analysis;
assists in the direction of the Data Center Operations; and plays a
key role in the development and implementation of on-line systems
with user offices. In the absence of the Director, the Associate
Director assumes responsibility for the Data Center.

The Associate Director:

1. Provides technical assistance to the Director in the design,
    analysis, programming and implementation of academic and
    administrative systems.

2. Works with user offices in the development of, preparation for
    and implementation of on-line systems.

3. Provides on-going liaison from Data Center to user offices.

4. Works with the Director in planning for new computer hardware
    and the installation and maintenance of such hardware.

5. Works with the Director in the selection, development, super-
    vision and evaluation of Data Center personnel and student
    assistants.

6. Establishes and maintains data element dictionaries, system/program
    description files, program instruction manuals, and user manuals.

7. Develops and carries out special projects as required.

8. Prepares and completes reports as needed.

9. Advises computer science faculty and students as required.

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

QUALIFICATIONS

Three to four years of professional experience in information systems
applications, including knowledge of programming and appropriate
equipment, and demonstrating supervisory skills. A Bachelor's Degree
is required; A Master's Degree is preferred.

These qualifications may be waived for individuals with appropriate
alternate experience.

Mitchell 11/15/8\
Signature for the University   Date   Signature for AFSCME/SUOAF Date

EMB/emb