THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

DUTIES and RESPONSIBILITIES
for
ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

October 3, 1986

RESOLVED,   That the duties and responsibilities for the
position, Assistant Director of Information
Systems/Administrator III, at Central Connecticut
State University be changed in accordance with the
provisions and expectations as set forth in the
addendum attached to this resolution. An 8.5%
salary increase shall accompany this increase in
duties.

A Certified True Copy:

Dallas K. Beal
President

ADDENDUM TO BR#86-149

CSU-200

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

P O S I T I O N   A C T I O N   R E Q U E S T

Submitted 8-22-86
Date
By: . CSU ( )
CCSU (x) SCSU ( )
ECSU ( ) WCSU ( )

| POSITION ACTION: | ESTABLISH ( ) | RECLASSIFY ( ) | OTHER (X) | DATE EFFECTIVE 8-1-86 | PERM (x) FT (X) TEMP (X) PT ( ) |

POSITION TITLE: Asst. Dir. Info. Systems/ADM 3   NC
CURRENT   (Class Code) PROPOSED   (Class Code)

POSITION NUMBER: 0655   CURRENT SALARY 26,281   PROPOSED SALARY 28,515   FUND General   BARG UNIT Admin
from   to

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

RESOLVED,

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

PERCommittee _____   BOARD OF TRUSTEES _____
Date   Date

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

Proposed change is to reflect substantial change in job duties which constitute a major increase in responsibility for the incumbent. Proposed increase in salary of 8.5% is to reflect this increase. These duties were assigned to the incumbent August 1, 1986. Please refer to attached old and new job descriptions.

RECEIVED
SEP 6 1986
THE CONNECTICUT
STATE UNIVERSITY

$2,234
Approx. Cost

Signed (University)   Date 9/16/86

PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

1. Day 0. The local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.

2. Day 1-15. SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.

3. Day 16-30. Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice President for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.

4. Day 31-60. Vice President for Personnel submits package to PERC and subsequently to the Board.

5. Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial people of completed action.

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INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT _____
                                       DATE ___8-12-86_____

Date forms delivered to SUOAF ___8-12-86_____ by _____

_\ I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
_\ I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
_\ SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL
     OBLIGATIONS.
          SUOAF PRESIDENT OR DESIGNEE ___Bill Tipton_____
                              DATE ___Sept 11, 1986____

Date returned to local DPA from SUOAF _____by _____

Date considered by Council of DPAs ___10/16/86___ by ___DCN_____

\X\ APPROVED FOR SUBMISSION TO PERC   Attachments:
_\ DISAPPROVED   position req. form \X\
               VICE PRESIDENT FOR PERSONNEL _____   New pos. desc.   \X\
                         DATE ___10/16/86_____   Old pos. desc.   \X\
                                                            Additional info   _\

Date APPROVED _\ DISAPPROVED _\   by PERC _____ by _____

Date APPROVED BY BOARD _____BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES:

Central Connecticut State University
Assistant Director of Information Systems/Administrator III
(Code)

SUPERVISOR: Director of Information Systems

SUPERVISION EXERCISED:

INCUMBENT NAME: *Lisa Ricci*

POSITION SUMMARY:

This position is a computer programmer analyst position. The primary responsibilities of this position are the coordination of academic computing facilities and assistance to the faculty in the use of academic computing equipment. Secondary responsibilities include systems software programming for academic software in a VAX/VMS environment, and systems software work in the setup of microcomputer software systems.

Maintain the operating system for academic use and do any systems programming work required;

Maintain a system of accounts for students and faculty using any academic equipment at CCSU or elsewhere;

Assist faculty in the use of equipment and software at CCSU and UConn.;

Conduct introductory training sessions for faculty and students in the proper use of software such as VMS system editors, compilers and microcomputer software;

Develop and maintain administrative computer systems as assigned;

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

EDUCATION AND EXPERIENCE

A Bachelor's degree in Computer Science or a related area, and minimum of one year experience as a computer programmer in a VAX/VMS environment. Teaching experience and microcomputer experience desired, but not necessary.

SPECIAL NOTATIONS:
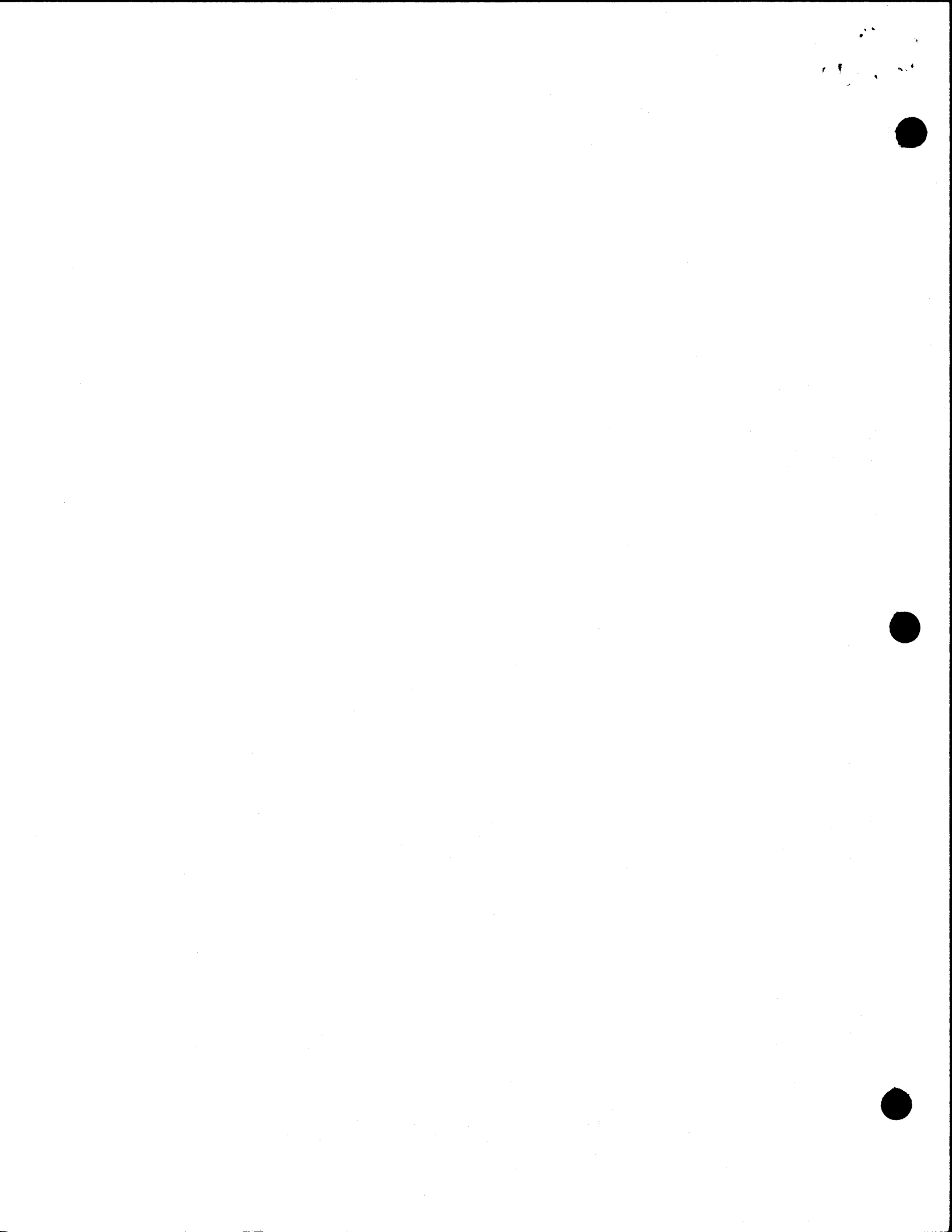
Central Connecticut State University

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS

Administrator III

SUPERVISOR: Director of Information Systems

POSITION SUMMARY:

This position is a laboratory supervisor/academic program support
position and a programmer/analyst position. Responsibilities of this
position include supervision of the Academic computer Laboratories,
coordination of the academic computing facilities, and assistance to
the faculty and students in the use of academic computing equipment.
Also responsible for the academic software in the VAX/VMS environment,
and systems software work in the setup of microcomputer software
systems.

POSITION RESPONSIBILITIES:

Oversees the operation of the academic computer laboratories so as to
promote the efficient and effective use of the facilities, this
includes coordinating student schedules;

Supervision of the assistants responsible for the laboratory and
academic program support; hiring and supervision of student employees;

Responsible for the development and implementation of software
distribution procedures;

Evaluate and maintain the hardware and software and make
recommendations relative to their use in the academic work areas;

Maintain the operating system for academic use and do any systems
programming work required;

Maintain a system of accounts for faculty and students using any
academic equipment at CCSU and UCONN;

Assist and instruct faculty and students in the use of VAX and
microcomputer equipment and software;

Conduct introductory training sessions for faculty and students in the
proper use of software such as system editors, compilers and
microcomputer hardware and software;

Develop and maintain administrative computer systems as assigned;

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

EDUCATION AND EXPERIENCE:
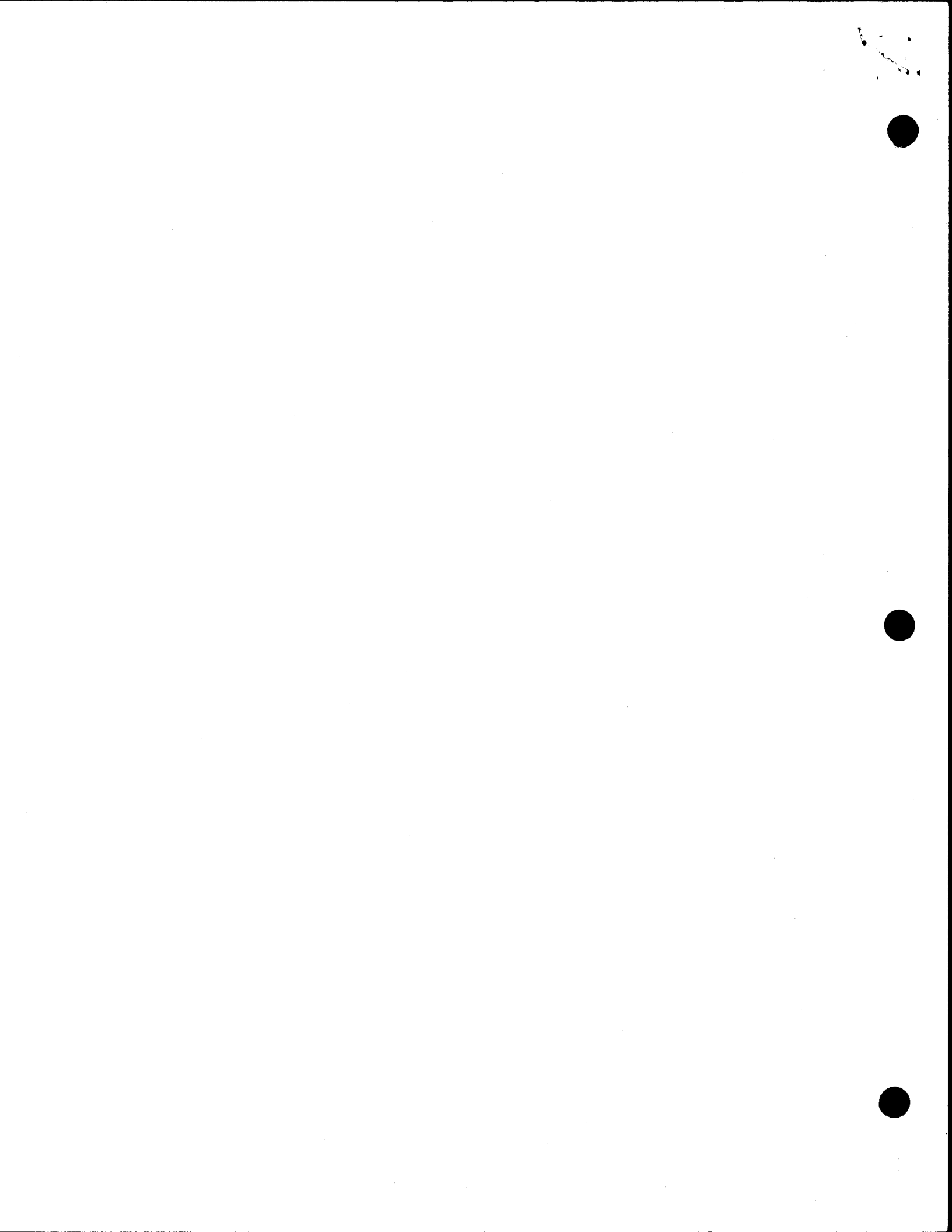
A bachelor's degree in Computer Science or related area, and minimum of two years experience in the VAX/VMS environment. Must have knowledge of and experience with a variety of microcomputer hardware and software. Good communications skills required. Teaching experience desired, but not necessary.
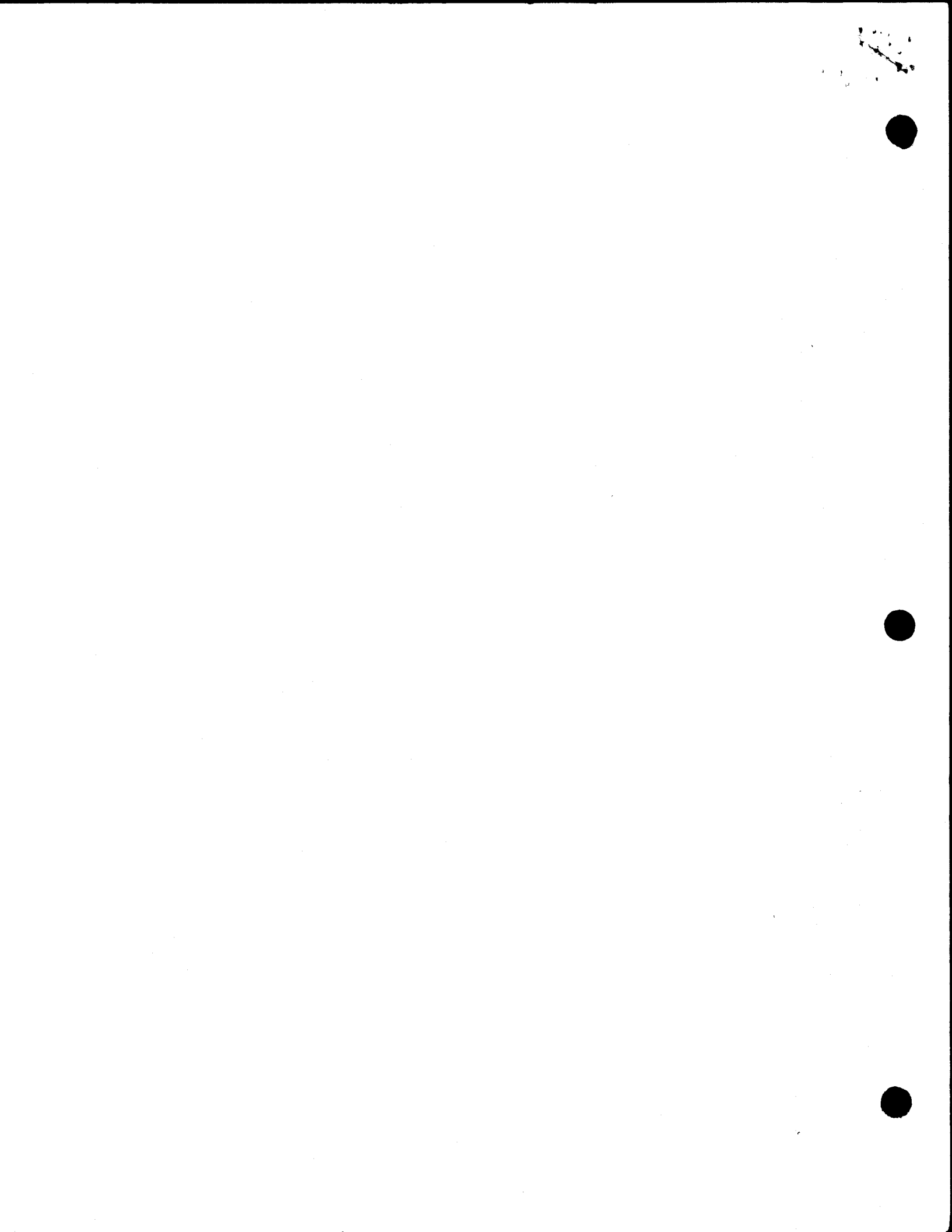
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From:    CCSUA::NEWTON        "DAVE NEWTON (BOT V.P. FOR PERSONNEL)" 25-AUG-1986
To:      BECKER,NEWTON
Subj:    Lisa Ricci's Duties
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ike,

I understand that SUOAF has agreed to an increase in salary for Lisa
based on new job duties. It is my understanding the increased compensation
will be made retroactively effective as of August 1 when the new duties
were by reassignment of Sal Miano.

Under the circumstances, I suggest making the changes and letting the paper
work follow as appropriate. Please be careful to assure SUOAF agreement
when the paperwork goes through the mill.

Dave (last line first paragraph ..were created by reassignment of Sal..)
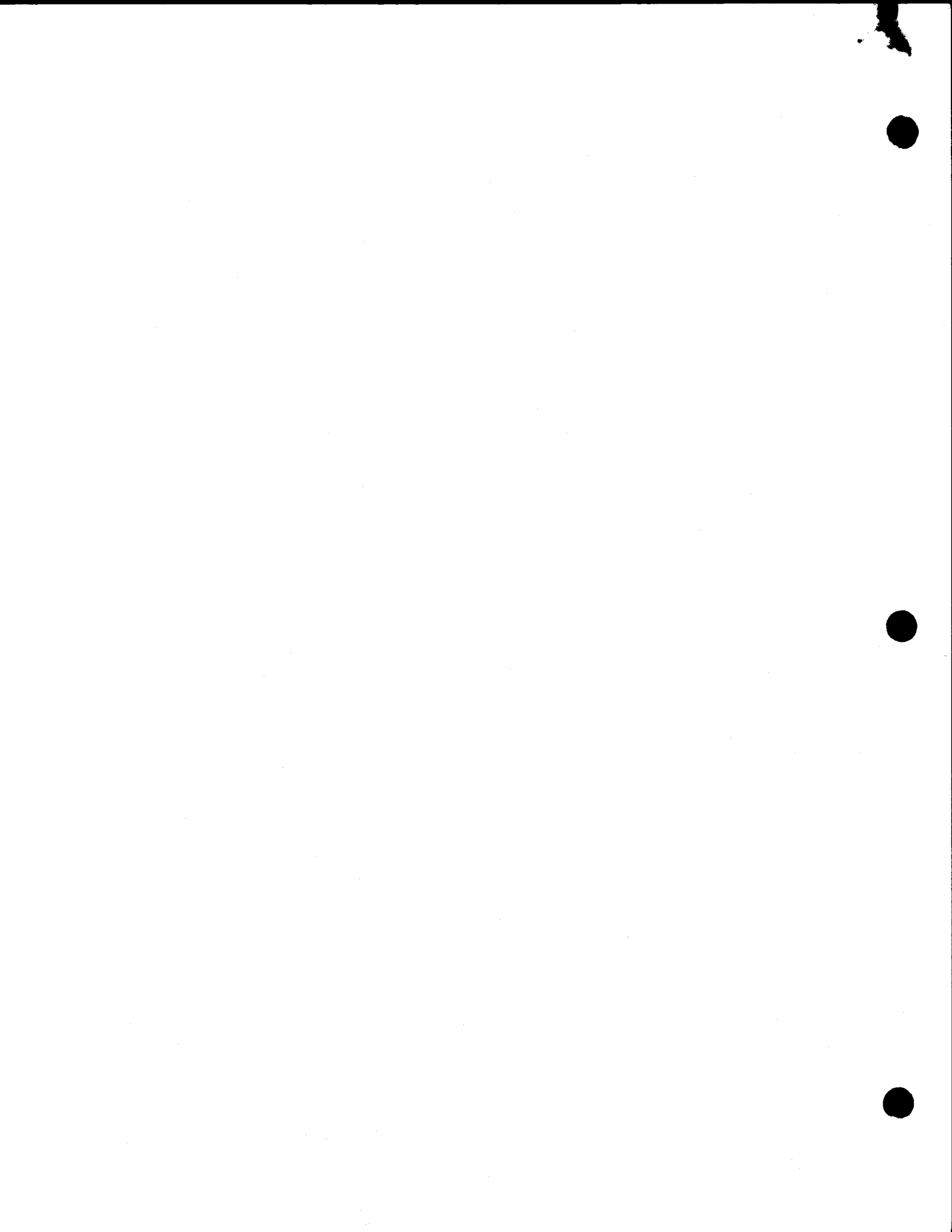
As we discussed earlier today (friday) we want to substantially revise
and amplify Lisa Ricci's duties by giving her Sal Miano's old job while
also keeping her responsible for academic computing help. There will
be a second person hired subordinate to her. We don't intend to change
the rank but she should get more money. Right now she is lowest paid
at 26 thousand and change. We have gotten Drina to buy 8.5% retroactive
to August 1 when Lisa really took over the duties. Any problem? New
salary for Lisa would be $28,515, which is above McGuire and below
Donovan who were hired at about the same time.