



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF THE POSITION


ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III
In The
CONNECTICUT STATE UNIVERSITY EXECUTIVE OFFICE

November 14, 1986

WHEREAS, There is a need for a person of high technical skill to support the computer-based Management Information Systems for Connecticut State University, therefore be it

RESOLVED, That the position, Assistant Director of Information Systems/Administrator III, be established in the Executive Office, effective November 14, 1986, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

CONFIDENTIAL

THE UNITED STATES OF AMERICA

DEPARTMENT OF JUSTICE

OFFICE OF THE ATTORNEY GENERAL

Washington, D.C. 20530

Attorney General

John Edgar Hoover

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, CT 06050

POSITION DESCRIPTION

Position Title: Assistant Director of Information Systems
Administrative Rank: Administrator III
Department: Information Systems
Supervisor's Title: Director of Information Systems

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THE CONNECTICUT
STATE UNIVERSITY

POSITION SUMMARY:

Design, programming, testing implementation and overall development of new systems as required by the University under the direction of the Director. Supervises and maintains administrative areas data files and computer programs associated with the generation of reports for those areas and acts as a project leader in the development phase where required.

POSITION RESPONSIBILITIES:

Analyzes 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 areas.

Assists in systems programming work as designed by Director.

Coordination and maintenance of four campus submissions of Course, Student and facilities files, and any other reporting system.

Development and maintenance of programs to produce standard reports from these files.

Development of programs for special studies from large and small data sets and surveys.(eg. GSS, Concept etc)

Produces special reports requested by administrative officers.

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 in Computer Science, Mathematics or a related area, and two to three years of professional experience in information systems applications demonstrating knowledge of programming in Basic, Cobol and SAS on DEC VAX/VMS Systems, statistical and supervisory skills required. Master's degree preferred. These qualifications may be waived for individuals with appropriate experience.

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PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

POSITION TITLE: Assistant Director of Information Systems/Administrator III

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT CSU Executive Office
DATE 9/23/86

Date forms delivered to SUOAF 9/24/86 by First Class Mail

- 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 _____
DATE October 9th

including job description on reverse side

Date returned to local DPA from SUOAF _____ by _____

Date considered by Council of DPAs 10/23/86 by Dave Kuhn

- APPROVED FOR SUBMISSION TO PERC
- DISAPPROVED

VICE PRESIDENT FOR PERSONNEL Dave Kuhn
DATE 10/23/86

Attachments:
 position req. form
 New pos. desc.
 Old pos. desc.
 Additional info

Date APPROVED DISAPPROVED by PERC _____ by _____

Date APPROVED BY BOARD _____ BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES:

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 management people of completed action.
