



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE DIRECTOR OF INFORMATION SYSTEMS/
ADMINISTRATOR II

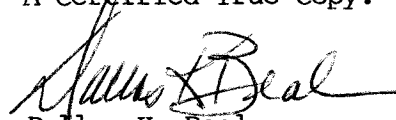
at

CENTRAL CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That the position, Assistant to the Director of Information Systems/Administrator II, be established at Central Connecticut State University, effective September 4, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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

Submitted 8/19/87

Date

By: CSU ()

CCSU (x) SCSU ()

ECSU () WCSU ()



POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 9/4/87 PERM (X) FT (X)
TEMP () PT ()

POSITION TITLE: Assistant to the Director of Information Systems/Adm. II
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: New CURRENT SALARY _____ PROPOSED SALARY \$25,000. FUND General BARG UNIT Admin.
from to

RESOLUTION

BR# _____

RESOLVED,

That the position of Assistant to the Director of Information Systems/Administrator II be established at Central Connecticut State University effective September 4, 1987 in accordance with the justification below and attached job description.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

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

The new State budget as divided among the campuses provides for a laboratory technician in the computer area at Central. The need is for a second shift computer lab supervisor as described in the attached job description.

\$25,000.

[Handwritten Signature]

8-6-87

Date

Central Connecticut State University

ASSISTANT TO THE DIRECTOR OF INFORMATION SYSTEMS

Administrator II

SUPERVISOR: Assistant Director of Information Systems, Lab Supervisor

POSITION SUMMARY:

Responsible for assisting in the supervision of the Academic computer laboratories, including the set-up and maintenance of equipment, supervision of student employees and implementation of the software distribution system. Also responsible for assisting and instructing faculty and students on the use of the computer laboratory and workroom hardware and software.

POSITION RESPONSIBILITIES:

Assist in overseeing the operation of the academic computer laboratories so as to promote the efficient and effective use of the facilities;

Assist in the coordination and supervision of student employees;

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

Responsible for set-up and maintenance of equipment as necessary;

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

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 required. General knowledge of computer terminal operation required. Must have knowledge of and experience with a variety of microcomputer hardware and software. Good communication skills required. These qualifications may be waived for individuals with appropriate alternate experience.

New position OK

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant to the Director of Information Systems / ADM II
Campus Central Date 7-15-87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 7-15-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M. Lynch

DATE OF SUOAF CAMPUS REVIEW 7/16/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Beth Tipton Date 7/15/87

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary
 disapprove proposed rank and salary

Comments or Recommendations: per attached job description

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC
 disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 8/15/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
 approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____