



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


Office of the President

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
ACADEMIC COMPUTING COORDINATOR/ADMINISTRATOR V
to
SENIOR ACADEMIC COMPUTING SUPPORT SPECIALIST/ADMINISTRATOR IV
at
EASTERN CONNECTICUT STATE UNIVERSITY

July 21, 1989

RESOLVED, That the position of Academic Computing Coordinator/
Administrator V at Eastern Connecticut State University be
reclassified to Senior Academic Computing Support Specialist/
Administrator IV effective July 21, 1989, in accordance with
all provisions and expectations as set forth in the proposal
dated April 27, 1989, which is attached as an addendum to this
resolution.

A Certified True Copy:


Dallas K. Beal
President



CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED	<u>4/27/89</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU [X] WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (XX)	OTHER ()	DATE EFFECTIVE	<u>6/16/89</u>
NATURE OF THE POSITION: PERMANENT (XX) FULL-TIME (XX) TEMPORARY [] PART-TIME []					
POSITION TITLE:	<u>Academic Computing Coordinator</u>	<u>7921</u>		<u>Senior Academic Computing Support Specialist</u>	<u>7919</u>
	CURRENT	CLASS CODE		PROPOSED	CLASS CODE
POSITION NUMBER	<u>8098</u>	CURRENT SALARY \$ <u>1580.89 (41,261)</u>	PROPOSED SALARY \$ <u>1376.89 (35,936)</u>	FUND <u>Gen</u>	BARGAINING UNIT <u>SUOAF</u> <u>SUOAF</u>
					FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

This proposal is intended to change the title and rank of the position from Academic Computing Coordinator/Admin. 5 to Senior Academic Computing Support Specialist/Admin. 4. In addition, certain technical duties will replace some current administrative functions.

JUSTIFICATION:

Given the fact that there currently exists only one position at ECSU for academic computing support, and that, at this time, there is a greater need for user-level technical support than for administrative assistance, the Admin. 4 position is more appropriate to our present situation.

\$ 5325.
COST OR SAVINGS

Michael Penn 4/27/89
SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART, (XX)
JOB DESCRIPTION, AND (XX)
SUOAF SIGN OFF FORM IF REQUIRED (XX)

MISCELLANEOUS COMMENTS:

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: SENIOR ACADEMIC COMPUTING SUPPORT SPECIALIST

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Director of Computer and Information Systems, the position is responsible for the following:


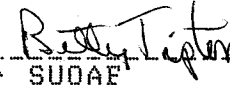
1. Assists faculty and students by supporting academic minicomputer and microcomputer applications in accordance with institutional policies or as directed by the supervisor.
2. Works with faculty to identify and evaluate appropriate supporting software and hardware.
3. Conducts training workshops on various topics related to academic computing.
4. Supervises general purpose computer lab operations including, but not limited to, establishing schedules, training and monitoring lab workers, managing license and maintenance agreements, and initiating appropriate security procedures.
5. Orders, catalogs, and installs hardware and software for general purpose academic computing needs in accordance with institutional policies or as directed by the supervisor.
6. Develops hardware and software documentation to support general purpose academic computing needs.
7. Assists in the preparation of institutional academic computing plans and budgets.
8. Assumes other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's Degree in Computer Science, Information Systems or equivalent with three years experience in an academic computing environment. Demonstrated effective communications skills.

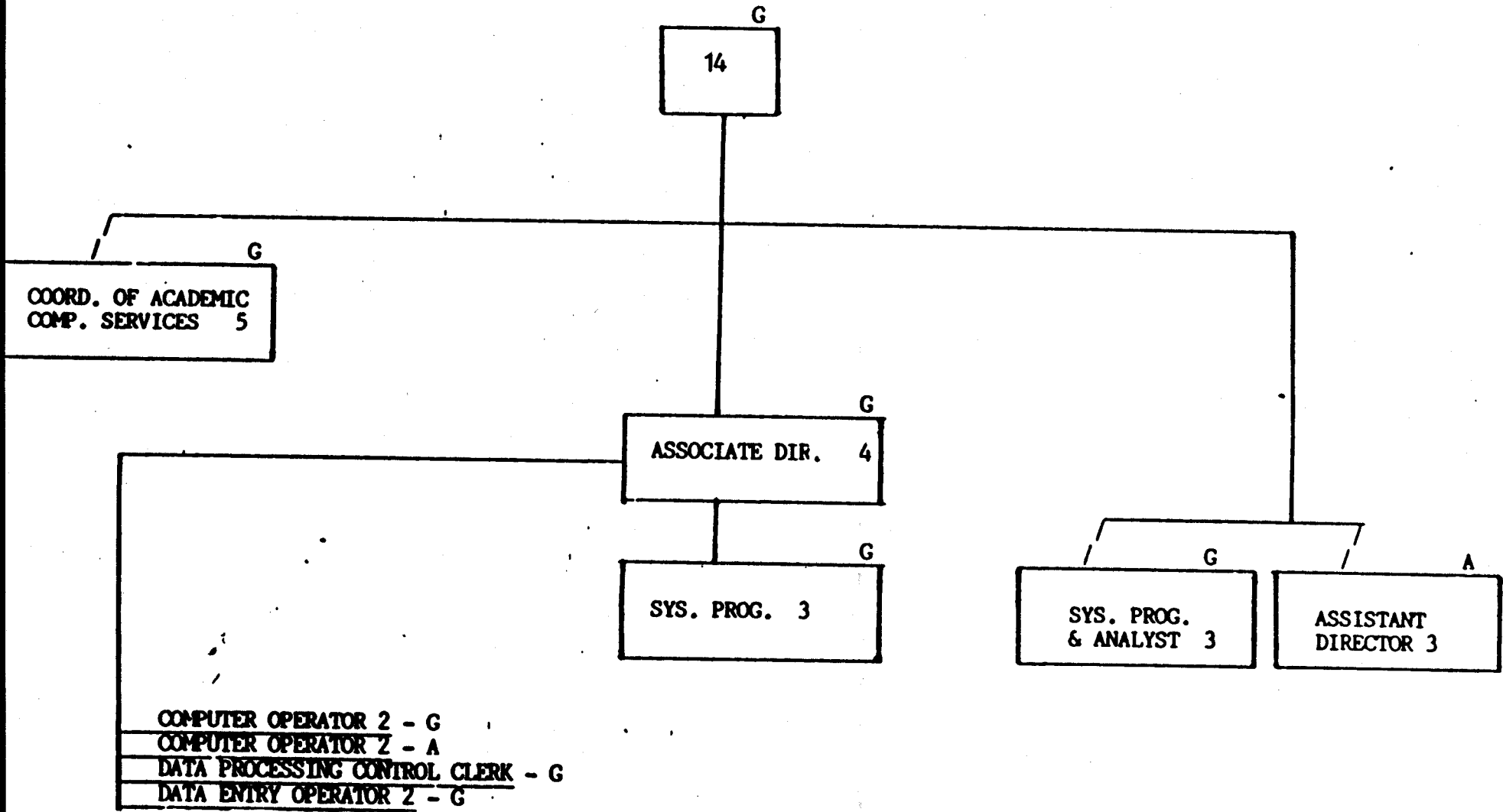
Working knowledge of the following: one high level programming language, IBM and other PC's, academic software applications, microcomputer communications hardware and software, data portability techniques, and PC word processors.

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

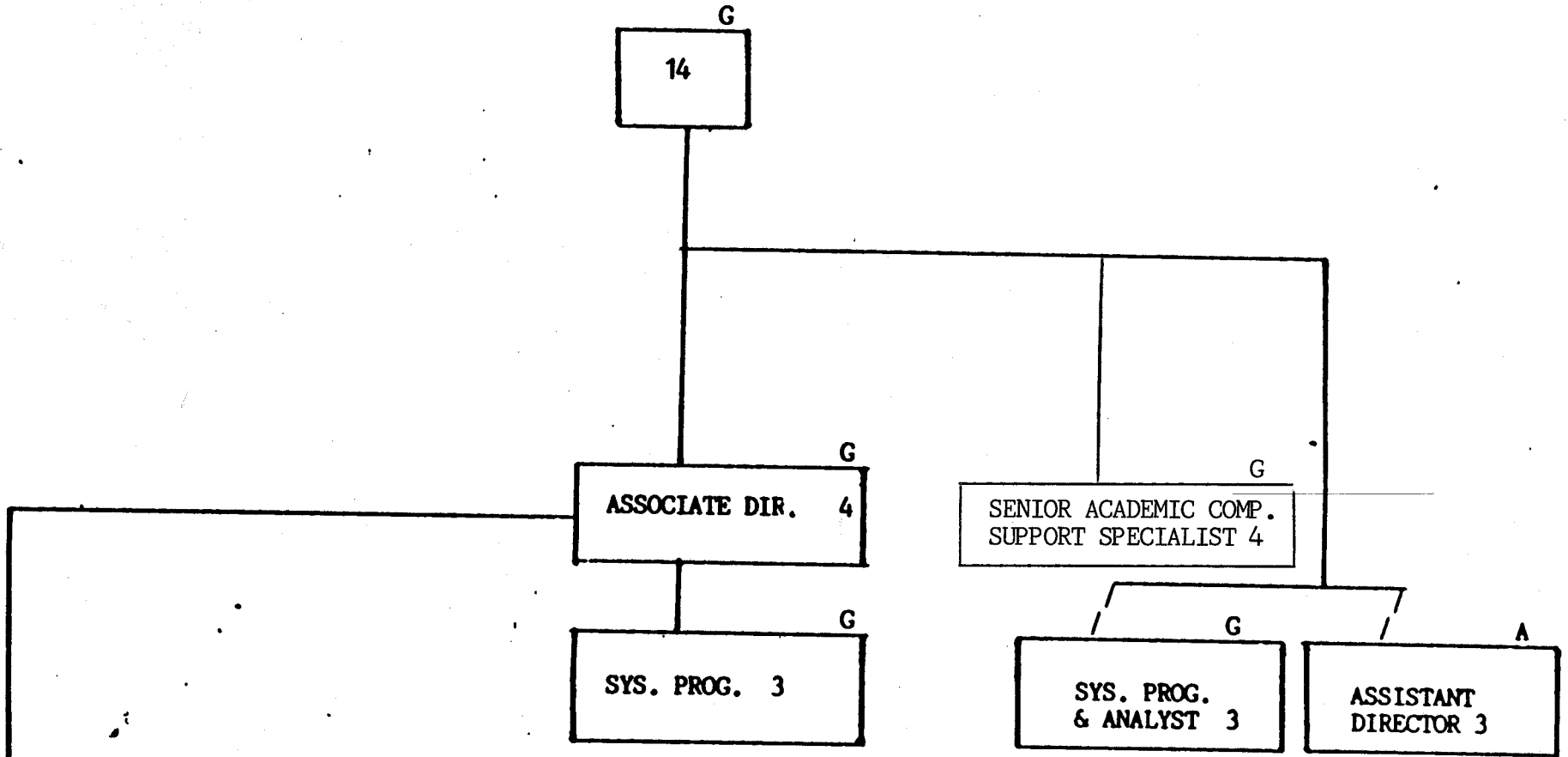

4/28/89

May 1, 1989

For the University _____ Date For SDOAF _____ Date

DIRECTOR OF COMPUTER AND INFORMATION SYSTEMS



DIRECTOR OF COMPUTER AND INFORMATION SYSTEMS



- COMPUTER OPERATOR 2 - G
- COMPUTER OPERATOR 2 - A
- DATA PROCESSING CONTROL CLERK - G
- DATA ENTRY OPERATOR 2 - G

**SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES**

Position Title Senior Academic Computing Support Specialist/Administrator 4

Campus Eastern CT State University Date 4/28/89

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 mp

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY B. Tipton 5/1/89

DATE OF SUOAF CAMPUS REVIEW _____

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 5/1/89 Betty Tipton Date _____

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary () disapprove proposed rank and salary

Comments or Recommendations: _____

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 David C. Newbur DATE 7/5/89

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 _____

RECEIVED
MAY 2 1989
EXECUTIVE DEAN