Connecticut State University

ntral ■ Eastern ■ Southern ■ Western

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR IV
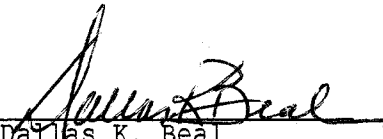
at

CONNECTICUT STATE UNIVERSITY

June 15, 1990

RESOLVED,   That the position of Assistant Director, Information Systems/
Administrator III at Connecticut State University be
reclassified to Associate Director, Information Systems/
Administrator IV effective May 4, 1990, in accordance with
all provisions and expectations as set forth in the proposal
dated April 24, 1990, 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

ADDENDUM TO BR#90-81

POSITION
ACTION: ESTABLISH ( )   RECLASSIFY (X)   OTHER ( )   DATE
EFFECTIVE ___5/4/90___

NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]

POSITION
TITLE: Asst. Dir. Info. Systems/ADM III   7918   Assoc. Dir. Info. Systems/ADM IV 7919
        CURRENT   CLASS CODE   PROPOSED   CLASS CODE

POSITION   CURRENT   PROPOSED   BARGAINING
NUMBER ___0056___ SALARY $ _35,067_ SALARY $ _37,697_ FUND _0000_ UNIT ___n/c___
                                                                     FROM   TO

EXPLAIN THE NATURE OF THE PROPOSAL:

Alison Cox has recently resigned and James Malone, Director of Information Systems, proposes to reorganize the group of programmers assigned to the Student Information System project. This will be done by merging the duties of the position Ms. Cox occupied with some of the former duties of Mr. Hilbie's position. There will be an assignment of oversight responsibilities for three individuals.

JUSTIFICATION:

In light of the overall responsibilities, an upgrade in rank is appropriate following the general procedures used by the system for programmer changes in rank.

$ ___2,630___

COST OR SAVINGS

David C Neofu (signature)

SIGNED   (UNIVERSITY)

___4/24/90___

DATE

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

MISCELLANEOUS COMMENTS:

7/88

Position Title __ADMIN 4__ (_Hilbie_) - _Associate Director of Information Systems_

Campus __C S U__   Date __4/24/90__

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 __David C Newton__

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE __4/24/90__

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY __4/25/90 Drina M Lynch__

DATE OF SUOAF CAMPUS REVIEW __4/25/90 Drina M Lynch__

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 __Richard Fairicielli__ Date __5/1/90__
                                                                        DmL

DISPOSITION AT SUOAF LOCAL LEVEL:

(X) __approve__ proposed rank and salary   ( ) __disapprove__ proposed rank and salary

Comments or Recommendations:
   per phone call to the Local President
        5/1/90 DmL.

DATE RETURNED TO LOCAL DPA __5/2/90__

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:
(X) __approve__ submission to PERC   ( ) __disapprove__ submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL __David C Newton__   DATE __5/2/90__

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 _____

OVER FOR APPLICABLE POSITION DESCRIPTION

CSU-Administration

Associate Director of Information Systems

RANK: Administrator IV

DEPARTMENT: Information Systems

CODE: 7919

P.C. #0056

SUPERVISOR: Director of Information Systems

SUPERVISION EXERCISED: Three (3) Professional Staff Members

INCUMBENT NAME: Timothy Hilbie

POSITION SUMMARY:

Design, programming, testing, implementation, and overall development of new systems as required by the University under supervision of the Director of Information Systems. Supervises and maintains administrative data files and computer programs associated with the generation of required reports as assigned. Acts as teaching and installation liaison for the student information system as project leader.

POSITION RESPONSIBILITIES:

Acts as project leader for the student information system while serving as chief liaison for teaching and installation activities.

Analyzes systems, designs computer programs, documents completed programs, and implements new systems in any required computer language.

Maintains operations and programs for existing systems in assigned administrative areas.

Assists in systems programming work as designed by the Director of Information Systems.

Produces special reports as 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.

EDUCATION AND EXPERIENCE

Bachelor's degree in computer science, mathematics or related area, and two to three years of professional experience in formation systems applications demonstrating knowledge of programming in Basic, and Cobol on DEC VAX/VMS Systems. Communication and supervisory skills required, with demonstrated ability to communicate effectively in small group instructional setting. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: 4/26/90
Doc. 254

Assistant Director of Information Systems

OLD

RANK: Administrator III

DEPARTMENT: Information Systems

CODE: 7918

P.C. # 0056

SUPERVISOR: Director

SUPERVISION EXERCISED:

INCUMBENT NAME: Timothy Hilbie

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 of programs for special studies from large and small data sets and surveys. (e.g..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.

EDUCATION AND EXPERIENCE

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

SPECIAL NOTATIONS: 08-88