



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#90-148

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

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

for

ASSISTANT DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR III
(SOFTWARE ENGINEER AND LIBRARIAN)

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED,

That the job description for the position of Assistant Director of the Computer Center/Administrator III (Software Engineer and Librarian) at Southern Connecticut State University be revised to more accurately reflect the duties of the position, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated August 21, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	8/16/90
BY: CSU	<input type="checkbox"/>
CCSU	<input type="checkbox"/>
ECSU	<input type="checkbox"/>
SCSU	<input checked="" type="checkbox"/>
WCSU	<input type="checkbox"/>

POSITION ACTION:	ESTABLISH <input type="checkbox"/>	RECLASSIFY <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>	DATE EFFECTIVE	9/7/90
NATURE OF THE POSITION:	PERMANENT <input checked="" type="checkbox"/>	FULL-TIME <input checked="" type="checkbox"/>	TEMPORARY <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	
POSITION TITLE:	Assistant Director of the Computer Center, Administrator III	Assistant Director of the Computer Center, Administrator III			
	CURRENT CLASS CODE	PROPOSED CLASS CODE			
POSITION NUMBER	4299	CURRENT SALARY \$	38,356	PROPOSED SALARY \$	38,356
		FUND	Gen	BARGAINING UNIT	SUOAF
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To change the job description of the Assistant Director of the Computer Center, (software Engineer) Administrator III, to permanently assign duties currently performed on a temporary basis, and to reorganize existing duties.

JUSTIFICATION:

The incumbent is currently performing extra duties (i.e. beyond the current job description) as the system software engineer in an acting capacity. This proposal would permanently add those duties to the job description, as well as adding the responsibility to serve as the University's Software Librarian (to comply with a State regulation). Other changes in duties would more accurately reflect function of the position.

Since under Article 10.5 of the Collective Bargaining Agreement the incumbent is already receiving money on an acting basis to assume the software engineer duties, this reclassification will permanently add those duties and money to the position. The other additions and deletions to the job description will not alter the basic level of responsibility of the position. Therefore there will be no increase in cost to the University.

\$ 0
COST OR SAVINGS

Michael J. D'Amico
SIGNED (UNIVERSITY) DATE 8.21.90

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

MISCELLANEOUS COMMENTS:
7/88

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of the Computer Center/Administrator III/
Software Engineer and Librarian

POSITION SUMMARY:

Responsible for application software for the academic processing environment. Responsible for the University's software inventory and the reporting required by the state. Also responsible for instructional workshops for and communications with the academic user community.

POSITION RESPONSIBILITIES:

Responsible for VAX/VMS academic software maintenance, debugging and operations logging under the guidelines set by the system manager.

Design and implement systems which monitor academic processing and extract management information.

Setup and conduct workshops for teaching and administrative faculty and staff in the usage of computer software systems.

Write, edit and maintain software documentation for the academic user community.

Maintain the University's software inventory and produce all reports required by the Board of Trustees and the State of Connecticut.

May be called upon occasionally during off-hours to handle software problems.

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 Information Science required. A thorough knowledge of VAX/VMS software and academic application software is required. A working knowledge of FORTRAN, BASIC, PASCAL, COBOL, DATATRIEVE, SAS and database systems preferred. Good communication skills required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Walter J. O'Rowl

IMMEDIATE SUPERVISOR

William R. Bous

PERSONNEL ADMINISTRATION

James M. Battaglia

P.30
Software Engineer

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of the Computer Center/Administrator III

old

SUPERVISOR: Associate Director of the Computer Center

SUPERVISION EXERCISED: None

INCUMBENT NAME:

POSITION SUMMARY:

Responsible for system and application software for the academic processing environment on a VAX/VMS computer system. Also responsible for instructional workshops for and communications with the academic user community.

POSITION RESPONSIBILITIES:

Responsible for VAX/VMS academic system software maintenance, debugging and operations logging under the guidelines set by the system manager.

Design, debug and implement programs which monitor academic processing and extract management information.

Conduct workshops for teaching and administrative faculty in VAX usage, editing and programming.

Edit and regularly produce a newsletter for the academic user community.

May be called upon occasionally during off-hours to handle system problems.

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

EDUCATION AND EXPERIENCE:

A Bachelor's degree in Computer Science or Information Science required. A thorough knowledge of VAX/VMS system software and VAX/VMS programming required. Good communication skills required. A working knowledge of FORTRAN, BASIC, PASCAL, COBOL, DATATRIEVE, SAS and database systems preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

Donald M. [Signature]

DEAN OF PERSONNEL ADMINISTRATION

DMD/swa

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

Position Title Asst. Dir. of the Computer Center, Adm. III

Campus SCSU Date _____

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 Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUDAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Will J. O'Rowe

DATE OF SUDAF 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 Will J. O'Rowe Date 8/16/90

DISPOSITION AT SUDAF LOCAL LEVEL:
 approve proposed rank and salary
Comments or Recommendations:

disapprove proposed rank and salary

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
Comments or Recommendations:

disapprove submission to PERC

VICE PRESIDENT FOR PERSONNEL _____ DATE _____

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