



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-149

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR IV
to
ASSISTANT DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR V

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED,

That the position of Assistant Director of the Computer Center/Administrator IV, be reclassified to Assistant Director of the Computer Center/Administrator V, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated August 16, 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 []	
CCSU []	SCSU [X]
ECSU []	WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	9/7/90
NATURE OF THE POSITION:	PERMANENT [X]	FULL-TIME [X]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Assistant Director of the Computer Center, Adm. IV	Assistant Director of the Computer Center, Adm. V			
	CURRENT CLASS CODE	PROPOSED CLASS CODE			
POSITION NUMBER	1475	CURRENT SALARY \$45,663	PROPOSED SALARY \$49,088	FUND	Gen
				BARGAINING UNIT	SUOAF
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the position Assistant Director (Computer Operations Manager), Administrator IV, to Assistant Director (Computer Operations and Communications Manager), Administrator V.

JUSTIFICATION:

The assumption of the responsibility for campus data communications and hardware would merit the upgrading of this position from Administrator IV to Administrator V. The added duties of monitoring the on-campus data communication system, overseeing and documenting new installations and system modifications, handling user problems, serving as liaison with non-university personnel to resolve communications problems would significantly change the scope of responsibilities of this position.

Note that the funds saved by the proposed downgrading of the Associate Director position (\$2857) will more than cover this upgrading, and there will be no change in the number of Administrator V positions in the Computer Center.

\$ 3,425
COST OR SAVINGS

Michael P. ...
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 V

POSITION SUMMARY:

Responsible for on-campus data communication system and hardware. Also responsible for computer operations including the supervision of the operations staff, the establishment and execution of operations procedures, and the care and maintenance of the computer equipment.

POSITION RESPONSIBILITIES:

Monitors the on-campus data communication system to insure reliable and efficient operation. Oversees and documents new installations and system modifications.

Handles user problems with on-campus data communications system.

Meets with appropriate non-university personnel to find resolutions to data communications problems.

Supervises computer operations, control and data entry personnel.

Establishes computer operations procedures so as to obtain maximum use of the equipment and the personnel.

Monitors system performance and makes provision for preventive maintenance and repair of computer systems and related equipment.

Is responsible for backup and recovery materials and procedures.

Acts as liaison between computer operations and administrative users and Systems and Programming section.

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 Data Processing or Computer Science required. Should have experience in computer operations/communications. Job experience in VAX/VMS preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

William J. O'Connell

IMMEDIATE SUPERVISOR

William J. O'Connell

PERSONNEL ADMINISTRATION

Jean M. Bottaglin

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of the Computer Center/Administrator ~~III~~^{II}

The above administrative rank was upgraded to IV in 1987. This was with all other upgrades for the four universities (data processing positions only) to align salaries with other state agencies' data processing positions.

SUPERVISOR: Director of the Computer Center

SUPERVISION EXERCISED: Operations, Control, and Data Entry Staff

INCUMBENT NAME:

POSITION SUMMARY:

Responsible for computer operations including the supervision of the operations staff, the establishment and execution of operations procedures, and the care and maintenance of the computer equipment.

POSITION RESPONSIBILITIES:

Supervises computer operations, control, and data entry personnel.

Establishes computer operation procedures so as to obtain maximum use of the equipment and the personnel.

Monitors system performance and makes provision for preventive maintenance and repair of computer systems and related equipment.

Is responsible for backup and recovery materials and procedures.

Acts as liaison between computer operations and administrative users and Systems and Programming Section.

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

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Data Processing or Computer Science required. Should have experience in computer operations. Job experience with VAX VMS preferred. These qualifications may be waived for individuals with appropriate alternate experience.

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

Position Title Asst. Dir. of the Computer Center, Adm. V
Campus SCSU Date 8/16/90

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 James M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY William J. O'Quinn

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 William J. O'Quinn Date 8/16/90

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 _____ 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