AUTHORIZING RESOLUTION

concerning

Establishment of a New Position

at

Eastern Connecticut State College

Assistant Director of Data Processing/Administrator II

September 5, 1980

RESOLVED, That the position, Assistant Director of Data Processing/Administrator II, be established at Eastern Connecticut State College effective September 5, 1980, in accordance with all provisions and expectations as set forth in the proposal dated August 20, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
TITLE: Assistant Director of Data Processing

FUND: Auxiliary Services

POSITION TYPE: PERMANENT X TEMPORARY

FULL-TIME X PART-TIME

EFFECTIVE DATE: 9/5/80

BARGAINING UNIT AFSCME

COST: $15,000.00

PROPOSAL: To create in the auxiliary fund a new position, Assistant Director of Data Processing

SUMMARY: See attached job description and memo of justification

DATE: 8/20/80

BY: [Signature]

MP/emb
The Assistant Director of Data Processing reports to the Director and is responsible for systems analysis and assists in the direction of the College's Data Center Operations. In the absence of the director the Assistant Director assumes responsibility for the Data Center.

THE ASSISTANT DIRECTOR:

(1) Assists the Director in the selection, development, supervision and evaluation of Data Center personnel, and student assistants.

(2) Provides technical assistance to the Director in the design, analysis, programming and implementation of academic and administrative systems.

(3) Works with Data Center users in the scheduling of user processing requirements.

(4) Advises computer science faculty and students as required.

(5) Assists in the establishment and maintenance of data element dictionaries, system/program description files, program instruction manuals, and user manuals.

(6) Prepares and completes reports as needed.

(7) Attends workshops and meetings on other campuses as required.

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

Signature for the College

Date

Signature for AFSCME

Date
Attached is a job description for the Administrator II position in the Data Center we discussed at our last meeting on the Data Center staffing.

This position is the job that was created in early 1976 and first assigned to James Brown. The position is that of Assistant Director of the Data Center, ranked at Administrator II and charged to the Auxiliary Services Fund.

The reinstatement of this position will align the staffing of Eastern's Data Center with that of WestConn.

The qualifications for this position are as follows:

Bachelor's degree with computer science major or equivalent. Four years experience with background in COBOL programming and systems analysis. Familiarity with NCHMS, WICHE and Connecticut systems would be helpful. Master's degree would count as one year experience.

The professional staff of the Data Center currently consists of the Director and Administrator I. The Administrator I position was just filled and the incumbent presently is in training in COBOL programming and Eastern's systems. This is the least professionally staffed Data Center of the State College system and certainly cannot be expected to perform adequately. The organization of the Data Center must be improved to reduce the clerical burden of other administrative offices and provide timely management information to senior administrators. The lack of authorization at the present moment of the college's attempt to fill the Computer Programmer I position makes it all the more imperative that we move at once to create the Administrator II position; therefore, please take whatever action is necessary to create this position and initiate the selection process.

MSW: FGHjibt