RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS/ADMINISTRATOR IV

in the

CONNECTICUT STATE UNIVERSITY ADMINISTRATION OFFICE

May 3, 1985

RESOLVED, That the position, Assistant Director of Information Systems/Administrator III in the Connecticut State University Administration Office be reclassified to Associate Director of Management Information Systems/Administrator IV, effective May 10, 1985, in accordance with all provisions and expectations as set forth in the proposal dated April 24, 1985, which is attached as an addendum to this resolution.

A Certified True Copy:

James A. Frost
President
THE CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Associate Director of Management Information Systems/Admin. IV

FUND: General

POSITION TYPE: Permanent X Temporary
Full Time X Part-time

EFFECTIVE DATE: May 10, 1985

Bargaining Unit: Administrative Faculty

COST: $3,492

PROPOSAL:

To increase the duties of Mr. William Aust, Assistant Director of Information Systems/Administrator III, and make him Associate Director of Management Information Systems/Administrator IV with a salary increase of $133.78 bi-weekly or $3,492.00 annually to a new annual salary of $35,000.

See position description attached.

JUSTIFICATION:

As supervisor of the Information Systems function for The Connecticut State University Administration Office, the incumbent, whose duties include coordinating programming activities for the four CSU campuses in addition to his regularly assigned tasks, is, as Assistant Director of Information Systems/Administrator III, inadequately classified and compensated for the level of responsibility at which he functions. While he can command and has been offered better salary opportunities elsewhere, he is amenable to accepting a change in rank to Associate Director of Management Information Systems/Administrator IV with the attendant salary adjustments.

Date: April 24, 1985

Prepared By: [signature]

Approved By: [signature]
POSITION TITLE: ASSOCIATE DIRECTOR/MANAGEMENT INFORMATION SYSTEMS

ADMINISTRATIVE FACULTY: [Signature] 4/29/85

IMMEDIATE SUPERVISOR: [Signature]

AGENCY PERSONNEL ADMIN.: [Signature]

Date

Date

Date
POSITION DESCRIPTION

Position Title: Associate Director of Management Information Systems
Administrative Rank: Administrator IV
Department: Information Systems

Position Summary:
Assists the Associate Executive Officer for Management Information Systems in the overall administration of the Connecticut State University Information Systems area and acts in his/her behalf when required.

Position Responsibilities:

1. Supervise and coordinate programming functions of those assigned to assist in the programming of new computer systems.

2. Analyze systems and design computer programs, document and implement new computer systems.

3. Supervise and maintain online systems, programming and other operations for existing systems: SAAAS, Personnel, Facilities, Course Section, and Student files.

4. Generates varied and complex special reports as requested by the CSU Administration Office.

5. Assists in the development and maintenance of systemwide information systems.

6. Assists in liaison activities between the CSU Administration Office and the four universities for any centralized system developed.

7. Acts as the head of the Information Systems Department in the absence of the Associate Executive Officer for Management Information Systems.

8. 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:

Master's degree and four years of experience in systems analysis and programming, and demonstrate familiarity with Digital Equipment Corp. systems required. These qualifications may be waived for individuals with appropriate alternate experience.

April 23, 1985
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Director, Information Systems/Administrator III
Fund: General
Position Type: Permanent X Part-time
Effective Date: April 30, 1982
Cost: $3,000
Campus: Central Office

Proposal: To alter the duties and responsibilities of the position Assistant Director, Information Systems/Administrator III so that they more appropriately reflect the tasks which are now required to be performed. A commensurate adjustment in salary is also reflected.

Summary:
Because of the incumbent's willingness to assume responsibility as well as his capacity for taking on more and more tasks, his current mode of operation is significantly more demanding than at the time he was an entry level employee. These changes are reflected in the new job description.

I think it is appropriate at this time to consider reclassification because of the significant changes in the job.

In addition, the incumbent has now gained enough knowledge and experience to be eligible for many other higher level positions both in and out of state-service. This is apparent to me by the serious consideration given the incumbent for the Director's job at WCSC and the Community College Directors position.

Loss of the incumbent at this time would stall several major projects and set us back in our timetable for other projects. With the market demand for programmer/analyst the way it is now, if the incumbent left, we might even be faced with hiring an entry level employee higher than now paid. Western just hired one of our students with no experience at $23,000.

Date: April 28, 1982