RESOLUTION

concerning

CHANGE IN JOB DESCRIPTION

for

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

October 3, 1986

RESOLVED, That the job description for the position, Assistant Director of Information Systems/Administrator III, at Central Connecticut State University be changed in accordance with the provisions and expectations as set forth in the addendum attached to this resolution.

A Certified True Copy:

Dallas K. Beal
President
# Position Action Request

**Position**: Asst. Dir Info Systems/ADM 3  
**Current Title**: Asst. Dir Info Systems/ADM 3  
**Proposed Title**: Asst. Dir Info Systems/ADM 3  
**Position Number**: 1762  
**Salary**: Present -  
**Proposed Salary**: $27,000  
**Fund**: General  
**Unit**: Admin Fac  
**Effective Date**: 8-27-86  
**Recommended**:  

## Resolution

**RESOLVED,**

- APPROVED  

A Certified True Copy  

Dallas K. Beal, President, CSU  

**Approx. Cost**  

Signed (University)  

Date
PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

1. **Day 0.** The local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.

2. **Day 1-15.** SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.

3. **Day 16-30.** Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice President for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.

4. **Day 31-60.** Vice President for Personnel submits package to PERC and subsequently to the Board.

5. Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial people of completed action.

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**INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT**

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**DATE**

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**forms delivered to SUOAF**

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**DATE**

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\[ I \text{ AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.} \]

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\[ I \text{ DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.} \]

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\[ SUOAF \text{ HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL OBLIGATIONS.} \]

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**SUOAF PRESIDENT OR DESIGNEE**

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**DATE**

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**DATE**

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\[ \text{Date returned to local DPA from SUOAF} \]

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**DATE**

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**DATE**

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**APPROVED FOR SUBMISSION TO PERC**

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**DATE**

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**DATE**

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**APPROVED BY BOARD**

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**NOTES ON REVISIONS OR TECHNICAL CHANGES:**

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Central Connecticut State University

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS

Administrator III

SUPervisor: Director of Information Systems

POSITION SUMMARY:

This position is a programmer/analyst position. Responsibilities include assisting in the coordination of the academic computing facilities, and instructing the faculty and students in the use of academic computing equipment. Also responsible for assisting in the maintenance of the operating system for academic use, and administrative programming as assigned.

POSITION RESPONSIBILITIES:

1. Assist in overseeing the operation of the academic computer laboratories so as to promote the efficient and effective use of the facilities;
2. Assist in the coordination and supervision of student employees;
3. Assist in the maintenance of the VAX/VMS operating system for academic use;
4. Responsible for helping to maintain a system of accounts for faculty and students using any equipment at CCSU and UCONN;
5. Assist and instruct faculty and students in the use of VAX and microcomputer equipment and software;
6. Responsible for set-up and maintenance of equipment as necessary;
7. Develop and maintain administrative computer systems assigned. 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 a related area, and minimum of two years experience in the VAX/VMS environment. Must have some knowledge of and some experience with microcomputer hardware and software. Good communication skills required. These qualifications may be waived for individuals with appropriate experience.
Supervisor: Director of Information Systems

Supervision Exercised:

Incumbent Name: Salvatore Miano

Position Summary:

Assists the director or acts in his/her absence in carrying out the duties, responsibilities and functions of the Information Systems.

Manages information from the collecting and processing of data and the producing of meaningful output for the various university administrators to aid them in the operations of their departments.

Position Responsibilities:

Communicates with various user departments to insure proper flow of information to and from the Data Center.

Reviews current computer systems for possible modification (improvement) or development of new systems.

Designs systems and writes computer programs to perform various functions for user departments.

Develops operational procedures for implementing computer systems.

Documents procedures and instructs using departments of their requirements in implementing the system.

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 and two to three years of professional experience in information systems applications demonstrating knowledge of programming, appropriate equipment, and supervisory skills required; Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Special Notations: