RESOLUTION

concerning

DUTIES and RESPONSIBILITIES

for

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

October 3, 1986

RESOLVED, That the duties and responsibilities 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. An 8.5% salary increase shall accompany this increase in duties.

A Certified True Copy:

Dallas K. Beal
President
**POSITION ACTION REQUEST**

**POSITION ACTION:** ESTABLISH ( ) RECLASSIFY ( ) OTHER (X)  
**DATE:** EFFECTIVE 8-1-86  
**PERM (X) FT ( ) TEMP ( ) PT ( )**

**POSITION TITLE:** Asst. Dir. Info. Systems/ADM 3  
**CURRENT** (Class Code) PROPOSED (Class Code)  
**EFFECTIVE** NC  

**POSITION NUMBER:** 0655  
**CURRENT SALARY:** 26,281  
**PROPOSED SALARY:** 28,515  
**FUND:** General  
**BARG UNIT:** Admin

**RESOLUTION**

RESOLVED,

A Certified True Copy  
Dallas K. Beal, President, CSU

**JUSTIFICATION:** (Use Reverse Side If Additional Space Is Needed)

Proposed change is to reflect substantial change in job duties which constitute a major increase in responsibility for the incumbent. Proposed increase in salary of 8.5% is to reflect this increase. These duties were assigned to the incumbent August 1, 1986. Please refer to attached old and new job descriptions.

**RECEIVED**

SEP. 6 1986

THE CONNECTICUT STATE UNIVERSITY

$2,234  
Approx. Cost

Signed (University)  
9/14/86  
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

**DATE:** 1/1/20

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Date forms delivered to SUOAF **8-12-16** by **MLB**

**I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.**

**I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.**

**SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL OBLIGATIONS.**

**SUOAF PRESIDENT OR DESIGNEE:** 1/31/20

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Date returned to local DPA from SUOAF **by**

Date considered by Council of DPAs **10/16/16** by **DN**

**APPROVED FOR SUBMISSION TO PERC**

**DISAPPROVED**

**VICE PRESIDENT FOR PERSONNEL:** 10/16/16

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Date APPROVED **\** DISAPPROVED **\** by PERC **by**

Date APPROVED **by BOARD** **by**

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NOTES ON REVISIONS OR TECHNICAL CHANGES:

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Attachments:
- position req. form
- New pos. desc.
- Old pos. desc.
- Additional info

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INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT

**DATE:** 1/1/20

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**DISAPPROVED**

**VICE PRESIDENT FOR PERSONNEL:** 10/16/16

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Date APPROVED **\** DISAPPROVED **\** by PERC **by**

Date APPROVED **by BOARD** **by**

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NOTES ON REVISIONS OR TECHNICAL CHANGES:
Central Connecticut State University
Assistant Director of Information Systems/Administrator III
(Code)

SUPERVISOR: Director of Information Systems

SUPERVISION EXERCISED:

INCUMBENT NAME: Lisa Ricci

POSITION SUMMARY:
This position is a computer programmer analyst position. The primary responsibilities of this position are the coordination of academic computing facilities and assistance to the faculty in the use of academic computing equipment. Secondary responsibilities include systems software programming for academic software in a VAX/VMS environment, and systems software work in the setup of microcomputer software systems.

Maintain the operating system for academic use and do any systems programming work required;

Maintain a system of accounts for students and faculty using any academic equipment at CCSU or elsewhere;

Assist faculty in the use of equipment and software at CCSU and UConn;

Conduct introductory training sessions for faculty and students in the proper use of software such as VMS system editors, compilers and microcomputer software;

Develop and maintain administrative computer systems as 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 one year experience as a computer programmer in a VAX/VMS environment. Teaching experience and microcomputer experience desired, but not necessary.

SPECIAL NOTATIONS:
Central Connecticut State University

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS
Administrator III

SUPERVISOR: Director of Information Systems

POSITION SUMMARY:

This position is a laboratory supervisor/academic program support position and a programmer/analyst position. Responsibilities of this position include supervision of the Academic computer Laboratories, coordination of the academic computing facilities, and assistance to the faculty and students in the use of academic computing equipment. Also responsible for the academic software in the VAX/VMS environment, and systems software work in the setup of microcomputer software systems.

POSITION RESPONSIBILITIES:

Oversees the operation of the academic computer laboratories so as to promote the efficient and effective use of the facilities, this includes coordinating student schedules;

Supervision of the assistants responsible for the laboratory and academic program support; hiring and supervision of student employees;

Responsible for the development and implementation of software distribution procedures;

Evaluate and maintain the hardware and software and make recommendations relative to their use in the academic work areas;

Maintain the operating system for academic use and do any systems programming work required;

Maintain a system of accounts for faculty and students using any academic equipment at CCSU and UCONN;

Assist and instruct faculty and students in the use of VAX and microcomputer equipment and software;

Conduct introductory training sessions for faculty and students in the proper use of software such as system editors, compilers and microcomputer hardware and software;

Develop and maintain administrative computer systems as 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 related area, and minimum of two years experience in the VAX/VMS environment. Must have knowledge of and experience with a variety of microcomputer hardware and software. Good communications skills required. Teaching experience desired, but not necessary.
From: CCSUA::NEWTON          "DAVE NEWTON (BOT V.P. FOR PERSONNEL)"  25-AUG-1986
To:    BECKER,NEWTON
Subj:  Lisa Ricci’s Duties

Mike,

I understand that SUOAF has agreed to an increase in salary for Lisa based on new job duties. It is my understanding the increased compensation will be made retroactively effective as of August 1 when the new duties were by reassignment of Sal Miano.

Under the circumstances, I suggest making the changes and letting the paperwork follow as appropriate. Please be careful to assure SUOAF agreement when the paperwork goes through the mill.

Dave (last line first paragraph . . . were created by reassignment of Sal . . . )
As we discussed earlier today (friday) we want to substantially revise and amplify Lisa Ricci's duties by giving her Sal Miano's old job while also keeping her responsible for academic computing help. There will be a second person hired subordinate to her. We don't intend to change the rank but she should get more money. Right now she is lowest paid at 26 thousand and change. We have gotten Drina to buy 8.5% retroactive to August 1 when Lisa really took over the duties. Any problem? New salary for Lisa would be $28,515, which is above McGuire and below Donovan who were hired at about the same time.