RESOLUTION

concerning

ESTABLISHMENT OF POSITION

SYSTEM PROGRAMMER & ANALYST/ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

October 3, 1986

RESOLVED, That the position, System Programmer & Analyst/Administrator III, be established at Eastern Connecticut State University in accordance with all provisions and expectations as set forth in the addendum attached to this resolution.

A Certified True Copy:

Dallas K. Beal
President
ADDENDUM TO BR#86-151

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

POSITI ON ACTION REQUEST

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<th>POSITION ACTION</th>
<th>ESTABLISH (x)</th>
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RESOLUTION

RESOLVED,

That the position, System Programmer & Analyst/Ad. 3 be established.

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

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

This position is one of two new computer positions assigned for Eastern in the new 1986-87 budget. The incumbent will provide badly needed systems analysis services in addition to training of users in software systems, student lab coordinator, and other responsibilities relating to the procurement and use of software systems.

23,000.00
Approx. Cost
EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

TITLE:
System Programmer & Analyst II

ADMINISTRATIVE RANK: 3

Under the supervision of the Director of Computer & Information Services, the incumbent is responsible for the following:

1. Performs analysis, design, coding, implementation, and documentation of software systems.
2. Trains users in the use of software systems.
3. Assists in identifying and evaluating software systems for use at Eastern.
4. Assists in the support of purchased and licensed software systems.
5. Assists in the support of microcomputer labs.
6. Assumes other duties and responsibilities from time to time as assigned that do not alter the responsibilities of the position.

Qualifications

Bachelor's degree in Information Systems, Computer Science or equivalent with two years experience programming in COBOL required. Experience in the VMS environment and knowledge of DATATRIEVE preferred.

These qualifications may be waived for individuals possessing equivalent alternate experience.

Signature for SDOAF/AFSCME Date: Aug 21, 1986
Signature for ECSU Date: 9/12/86

[Signatures and dates for verification and approval]
PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

POSITION TITLE: System Programmer & Analyst/Ad. 3

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT Michael Pernal
DATE ____________________________

Date forms delivered to SUOAF ________________________ by ________________

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 Betty R. Trenton including job description on other side of page
DATE Aug 21, 1986

Date returned to local DPA from SUOAF ________________________ by ________________

Date considered by Council of DPAs 9/16/86 by ________________

✓ APPROVED FOR SUBMISSION TO PERC
✓ DISAPPROVED

Vice President for Personnel 9/16/86

DATE ____________________________

Date APPROVED \ DISAPPROVED \ by PERC ________________________ by ________________

Date APPROVED BY BOARD ________________________

NOTES ON REVISIONS OR TECHNICAL CHANGES:

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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(Rev. 6/86)