RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF MICRO COMPUTER LAB/ADMINISTRATOR V
to
ASSISTANT DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR III

at
WESTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Coordinator of Micro Computer Lab/Administrator V at Western Connecticut State University be reclassified to Assistant Director, Information Systems effective March 10, 1989, in accordance with all provisions and expectations as set forth in the proposal dated January 24, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President

Doc. 242
**CONNECTICUT STATE UNIVERSITY**

**POSITION ACTION REQUEST FORM**

**SUBMITTED 1/24/89**

**BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [ ] WCSU [X]**

**POSITION ACTION:** ESTABLISH () RECLASSIFY [X] OTHER ()

**DATE EFFECTIVE:** March 10, 1989

**NATURE OF THE POSITION:** PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]

**POSITION:** Coordinator of Micro Computer Lab/Admin. 5

**TITLE:** 7921

**CURRENT CLASS CODE:** 2634

**PROPOSED CLASS CODE:**

**CURRENT SALARY:** $37,510.

**PROPOSED SALARY:** $29,400.

**FUND:** Gen.

**UNIT:** AFSCME

**BARGAINING UNIT:** AFSCME

**CURRENT FROM TO:**

**EXPLAIN THE NATURE OF THE PROPOSAL:**

To reclassify (downgrade) a Coordinator of the Micro Computer Lab/Admin. 5 to Assistant Director, Information Systems/Admin. 3, effective March 10, 1989.

**STIFICATION:**

At this time, the WCSU computer center can more effectively use an Assistant Director of Information Systems to provide technical support and training to users, create on-line computer application programs, maintain software and programs, develop system programs, and assist and supervise other computer center staff. We feel that these duties are more appropriately performed by an Assistant Director rather than a Coordinator of the Micro Computer Lab, and thus we request the downgrade from Admin. 5 to Admin. 3.

**COST OR SAVINGS:** $8,110

**ATTACH OLD AND NEW STAFFING CHART, [X] JOB DESCRIPTION, AND [X] AF SIGN OFF FORM IF REQUIRED [X]**

**SIGNED (UNIVERSITY) DATE:** 1/23/89
Assistant Director, Information Systems/Administrator III
(Academic Computer Technical Support Specialist)

Supervisor: Director, Information Systems/Computer Center

Position Summary:

The Assistant Director, Information Systems reports to the Director of Information Systems. The incumbent is responsible for the Academic computer technical support, developing and maintaining computer software for the operation of all computer systems using various computer languages.

Position Responsibilities:

Report to the Director of the Information Systems.

Technical support to computer users.

Provide training to faculty, staff and other computer users as required.

Create and develop on-line computer application programs on the VAX systems and Micro computers.

Maintain all mini/micro computer software packages and programs.

Maintain all computer software and programs, perform system conversions as required.

Develop and implement all system programs using various programming languages.

Document all work.

Assist in training of junior programmers, computer operator and staff.

Supervise lab operator and student helpers when required.

When directed, perform duties of other computer center position to provide uninterrupted service to the university.

Perform other duties and responsibilities related to those enumerated above which do not alter the basic responsibility of the position.

Education and Experience:

Two to three years of professional experience in Information Systems applications, demonstrating strong programming skills in VAX BASIC, COBOL, C languages. Bachelor's degree in Computer Science, Information Systems or related field is required. These qualifications may be waived for individuals with appropriate alternate experience.
Position Title: Assistant Director, Information Systems

Campus: Western Connecticut State University  Date: 1/23/89

LEVEL 1, Day 0: Campus DPA creates and presents package to Chapter level SUGAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE: Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUGAF REPRESENTATIVE: 1/23/89

SUGAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: [Signature]

DATE OF SUGAF CAMPUS REVIEW: [Date]

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt: Statewide SUGAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUGAF shall return all materials to the initiating University DPA or his designee.

SUGAF/AFSCME LOCAL PRESIDENT OR DESIGNEE: [Signature]

DATE RETURNED TO LOCAL DPA: [Date]

LEVEL 3, Not to exceed 10 working days after receipt: Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUGAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA's COUNCIL: [Date]

VICE PRESIDENT FOR PERSONNEL: [Signature]  DATE: [Date]

LEVEL 4: Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUGAF/AFSCME representative and appropriate management officials of PERC disposition.

DATE: [Date]  DATE: [Date]

DATE OF BOARD APPROVAL: [Date]  DATE OF BOARD DISAPPROVAL: [Date]

OVER FOR APPLICABLE POSITION DESCRIPTION.