RESOLUTION
concerning
RECLASSIFICATION OF POSITION

ACADEMIC COMPUTING COORDINATOR/ADMINISTRATOR V
to
SENIOR ACADEMIC COMPUTING SUPPORT SPECIALIST/ADMINISTRATOR IV

at
EASTERN CONNECTICUT STATE UNIVERSITY

July 21, 1989

RESOLVED, That the position of Academic Computing Coordinator/Administrator V at Eastern Connecticut State University be reclassified to Senior Academic Computing Support Specialist/Administrator IV effective July 21, 1989, in accordance with all provisions and expectations as set forth in the proposal dated April 27, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President
**CONNECTICUT STATE UNIVERSITY**

**POSITION ACTION REQUEST FORM**

<table>
<thead>
<tr>
<th>SUBMITTED</th>
<th>4/27/89</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY:</td>
<td>CSU [ ]</td>
</tr>
<tr>
<td></td>
<td>CCSU [ ]</td>
</tr>
<tr>
<td></td>
<td>SCSU [ ]</td>
</tr>
<tr>
<td></td>
<td>ECSU [x]</td>
</tr>
</tbody>
</table>

**POSITION ACTION:**
- ESTABLISH ( )
- RECLASSIFY (x)
- OTHER ( )

**DATE EFFECTIVE:** 6/16/89

**NATURE OF THE POSITION:**
- PERMANENT (x)
- FULL-TIME (x)
- TEMPORARY [ ]
- PART-TIME [ ]

**POSITION TITLE:**
- **CURRENT**
  - Academic Computing Coordinator 7921
- **PROPOSED**
  - Senior Academic Computing Support Specialist 7919

**POSITION NUMBER:** 8098

**CURRENT SALARY:** $41,261
**PROPOSED SALARY:** $35,936

**BARGAINING UNIT:**
- SUOAFF

**EXPLAIN THE NATURE OF THE PROPOSAL:**

This proposal is intended to change the title and rank of the position from Academic Computing Coordinator/Admin. 5 to Senior Academic Computing Support Specialist/Admin. 4. In addition, certain technical duties will replace some current administrative functions.

**JUSTIFICATION:**

Given the fact that there currently exists only one position at ECSU for academic computing support, and that, at this time, there is a greater need for user-level technical support than for administrative assistance, the Admin. 4 position is more appropriate to our present situation.

**COST OR SAVINGS:**

$5325.

**ATTACH OLD AND NEW STAFFING CHART, JOB DESCRIPTION, AND SUOAFF SIGN OFF FORM IF REQUIRED**

**MISCELLANEOUS COMMENTS:**
7/88
POSITION DESCRIPTION

POSITION TITLE: SENIOR ACADEMIC COMPUTING SUPPORT SPECIALIST

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Director of Computer and Information Systems, the position is responsible for the following:

1. Assists faculty and students by supporting academic minicomputer and microcomputer applications in accordance with institutional policies or as directed by the supervisor.

2. Works with faculty to identify and evaluate appropriate supporting software and hardware.

3. Conducts training workshops on various topics related to academic computing.

4. Supervises general purpose computer lab operations including, but not limited to, establishing schedules, training and monitoring lab workers, managing license and maintenance agreements, and initiating appropriate security procedures.

5. Orders, catalogs, and installs hardware and software for general purpose academic computing needs in accordance with institutional policies or as directed by the supervisor.

6. Develops hardware and software documentation to support general purpose academic computing needs.

7. Assists in the preparation of institutional academic computing plans and budgets.

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

QUALIFICATIONS

Master's Degree in Computer Science, Information Systems or equivalent with three years experience in an academic computing environment. Demonstrated effective communications skills.

Working knowledge of the following: one high level programming language, IBM and other PC's, academic software applications, microcomputer communications hardware and software, data portability techniques, and PC word processors.

These qualifications may be waived for individuals with appropriate alternate experience.

For the University 4/24/89
For the University 1/24/89
DIRECTOR OF COMPUTER AND INFORMATION SYSTEMS

COORD. OF ACADEMIC COMP. SERVICES 5

ASSOCIATE DIR. 4

SYS. PROG. 3

SYS. PROG. & ANALYST 3
ASSISTANT DIRECTOR 3

COMPUTER OPERATOR 2 - G
COMPUTER OPERATOR 2 - A
DATA PROCESSING CONTROL CLERK - G
DATA ENTRY OPERATOR 2 - G
DIRECTOR OF COMPUTER AND INFORMATION SYSTEMS

- G

ASSOCIATE DIR. 4

SYS. PROG. 3

SENIOR ACADEMIC COMP. SUPPORT SPECIALIST 4

SYSTEMS PROGRAMMER & ANALYST 3

ASSISTANT DIRECTOR 3

COMPUTER OPERATOR 2 - G
COMPUTER OPERATOR 2 - A
DATA PROCESSING CONTROL CLERK - G
DATA ENTRY OPERATOR 2 - G
SUAOF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title: Senior Academic Computing Support Specialist/Administrator 4

Campus: Eastern CT State University

Date: 4/28/89

LEVEL 1, Day 0: Campus DPA creates and presents package to Chapter level SUAOF/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: ____________________________

DATE PRESENTED TO CAMPUS SUAOF REPRESENTATIVE:

SUAOF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: ____________________________

DATE OF SUAOF CAMPUS REVIEW:

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 SUAOF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUAOF shall return all materials to the initiating University DPA or his designee.

SUAOF/AFSCME LOCAL PRESIDENT OR DESIGNEE: 5/1/89

DISPOSITION AT SUAOF LOCAL LEVEL:

☑ approve proposed rank and salary
☐ disapprove proposed rank and salary

COMMENTS OR RECOMMENDATIONS:

DATE RETURNED TO LOCAL DPA:

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 SUAOF/AFSCME Local President. If significant changes are required, documents are returned to Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA’S COUNCIL:

DISPOSITION AT COUNCIL LEVEL:

☑ approve submission to PERC
☐ disapprove submission to PERC

COMMENTS OR RECOMMENDATIONS:

DATE CONSIDERED BY DPA’S COUNCIL:

DATE OF BOARD APPROVAL:

DATE OF BOARD DISAPPROVAL:

VICE PRESIDENT FOR PERSONNEL: ____________________________

DATE: 7/5/89

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 SUAOF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

☑ approved
☐ disapproved

DATE: ____________________________

DATE OF BOARD APPROVAL: ____________________________

DATE OF BOARD DISAPPROVAL: ____________________________

RECEIVED

MAY 2, 1989

EXECUTIVE DEAN

OVER FOR APPLICABLE POSITION DESCRIPTION