RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR IV

at

CONNECTICUT STATE UNIVERSITY

June 15, 1990

RESOLVED, That the position of Assistant Director, Information Systems/Administrator III at Connecticut State University be reclassified to Associate Director, Information Systems/Administrator IV effective May 4, 1990, in accordance with all provisions and expectations as set forth in the proposal dated April 24, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

[Signature]

Dorles K. Beal
President
POSITION ACTION REQUEST FORM

CONNECTICUT STATE UNIVERSITY

POSITION ACTION REQUEST FORM

SUBMITTED 4/24/90
BY: CSU [X] CCSU [ ] SCSU [ ] ECSU [ ] WCSU [ ]

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 5/4/90

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

POSITION TITLE: Asst. Dir. Info. Systems/ADM III 7918

CURRENT CLASS CODE

PROPOSED CLASS CODE

POSITION NUMBER 0056 CURRENT SALARY $35,067 PROPOSED SALARY $37,697 FUND 0000 BARGAINING UNIT n/c

FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

Alison Cox has recently resigned and James Malone, Director of Information Systems, proposes to reorganize the group of programmers assigned to the Student Information System project. This will be done by merging the duties of the position Ms. Cox occupied with some of the former duties of Mr. Hilbie's position. There will be an assignment of oversight responsibilities for three individuals.

JUSTIFICATION:

In light of the overall responsibilities, an upgrade in rank is appropriate following the general procedures used by the system for programmer changes in rank.

COST OR SAVINGS $2,630

SIGNED (UNIVERSITY) 4/24/90

ATTACH OLD AND NEW STAFFING CHART, ( )
JOB DESCRIPTION, AND (X)
SUOA SFigu SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:

7/88
SUOAf/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: ADMIN 4 (Hilbie) - Associate Director of Information Systems
Campus: CSU Date: 4/24/90

LEVEL 1. Day 0 Campus DPA creates and presents package to Chapter level SUOAf/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: David C. Newton
DATE PRESENTED TO CAMPUS SUOAf REPRESENTATIVE: 4/24/90

SUOAf/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: 4/25/90 Drue M. Lynch
DATE OF SUOAf CAMPUS REVIEW: 4/25/90 Drue M. Lynch

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

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

SUOAf/AFSCME LOCAL PRESIDENT OR DESIGNEE: Richard Fairweather Date: 5/1/90

DISPOSITION AT SUOAf LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary

Comments or Recommendations:
[space for comments]

DATE RETURNED TO LOCAL DPA: 5/2/90

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 SUOAf/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

DISPOSITION AT COUNCIL LEVEL:
( ) approve submission to PERC
( ) disapprove submission to PERC

Comments or Recommendations:
[space for comments]

VICE PRESIDENT FOR PERSONNEL: Date: 5/2/90

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

DISPOSITION AT PERC LEVEL:
( ) approved ( ) disapproved

DATE

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION
CSU-Administration

Associate Director of Information Systems

RANK: Administrator IV

DEPARTMENT: Information Systems

CODE: 7919

P.C. #0056

SUPERVISOR: Director of Information Systems

SUPERVISION EXERCISED: Three (3) Professional Staff Members

INCUMBENT NAME: Timothy Hilbie

POSITION SUMMARY:

Design, programming, testing, implementation, and overall development of new systems as required by the University under supervision of the Director of Information Systems. Supervises and maintains administrative data files and computer programs associated with the generation of required reports as assigned. Acts as teaching and installation liaison for the student information system as project leader.

POSITION RESPONSIBILITIES:

Acts as project leader for the student information system while serving as chief liaison for teaching and installation activities.

Analyzes systems, designs computer programs, documents completed programs, and implements new systems in any required computer language.

Maintains operations and programs for existing systems in assigned administrative areas.

Assists in systems programming work as designed by the Director of Information Systems.

 Produces special reports as requested by administrative officers.

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 in computer science, mathematics or related area, and two to three years of professional experience in formation systems applications demonstrating knowledge of programming in Basic, and Cobol on DEC VAX/VMS Systems. Communication and supervisory skills required, with demonstrated ability to communicate effectively in small group instructional setting. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: 4/26/90
Doc. 254
CSU-Administration

Assistant Director of Information Systems

RANK: Administrator III
DEPARTMENT: Information Systems
CODE: 7918
P.C. # 0056
SUPERVISOR: Director

SUPERVISION EXERCISED:

INCUMBENT NAME: Timothy Hilbie

POSITION SUMMARY:

Design, programming, testing implementation and overall development of new systems as required by the University under the direction of the Director. Supervises and maintains administrative areas data files and computer programs associated with the generation of reports for those areas and acts as a project leader in the development phase where required.

POSITION RESPONSIBILITIES:

Analyzes systems and designs computer programs; documents and implements new and future systems in any required language.

Supervises and maintains operations and programs for existing systems in various administrative areas.

Assists in systems programming work as designed by director.

Coordination and maintenance of four campus submissions of Course, Student and facilities files, and any other reporting system.

Development of programs for special studies from large and small data sets and surveys. (e.g., GSS, concept etc)

Produces special reports requested by administrative officers.

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 in Computer Science, Mathematics or a related area, and two to three years of professional experience in formation systems applications demonstrating knowledge of programming in Basic, Cobol and SAS on DEC VAX/VMS Systems, statistical and supervisory skills required. Masters’s degree preferred. These qualifications may be waived for individuals with appropriate experience.

SPECIAL NOTATIONS: 08-88