RESOLUTION
concerning
RECLASSIFICATION OF POSITION

SENIOR CLERK
to
ASSISTANT DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR III

at
WESTERN CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Senior Clerk reclassified to Assistant Director, Information Systems/Administrator III, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated May 16, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

[Signature]
Dallas K. Beal
President
CONNECTICUT STATE UNIVERSITY  
POSITION ACTION REQUEST FORM

SUBMITTED 5/14/90

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

POSITION ACTION:  ESTABLISH ( )  RECLASSIFY (X)  OTHER ( )  DATE EFFECTIVE 9/7/90

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

POSITION TITLE: Senior Clerk  7086

CURRENT CLASS CODE  PROPOSED CLASS CODE

POSITION NUMBER 0383  CURRENT SALARY $ 19,215.  PROPOSED SALARY $ 30,613.

BARGAINING UNIT  FUND  SUOAF/AFSCME

EXPLAIN THE NATURE OF THE PROPOSAL:

Reclassify Senior Clerk position to Assistant Director, Information Systems/Administrator 3

JUSTIFICATION:

We are requesting this reclassification due to the increased number of computers and work load on campus. Also WCSU has installed the new CSU Student Information Database system on our computer. We have a need to obtain a programmer/technical support position in order to fulfill the large amount of users support. The programmer/technical support will also help to develop, implement and maintain all the new subprograms which link to the CSUSIS system. These include the touch-tone registration interface, student payroll subsystem and many others.

$ 11,398.

COST OR SAVINGS

SIGNED (UNIVERSITY)  DATE  M - 16, 1990

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

MISCELLANEOUS COMMENTS:

7/88
Assistant Director, Information Systems/Administrator III  
(Computer Programmer) 

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 Administrative 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 administration, faculty, staff and other computer users as required. 

Create and develop on-time 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. 

When directed, perform duties of other computer center positions 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.