RESOLUTION
concerning
RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF DATA PROCESSING/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF COMPUTER & INFORMATION SYSTEMS/ADMINISTRATOR IV

at
EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 6, 1987

RESOLVED, That the position, Assistant to the Director of Data Processing/Administrator III, at Eastern Connecticut State University, be reclassified to Associate Director of Computer & Information Systems/Administrator IV, effective February 13, 1987, in accordance with all provisions and expectations as set forth in the proposal dated December 10, 1987, attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]
Dallas K. Beal
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employer
CSU-200  EASTERN CONNECTICUT STATE UNIVERSITY  DATE_12/10/86_

POSITION ACTION REQUEST

<table>
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<tr>
<th>POSITION</th>
<th>DATE</th>
<th>ACTION: ESTABLISH ( ) RECLASSIFY (X) EFF. 2/13/87 TEMP( ) PT( )</th>
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<td>POSITION</td>
<td>DATE</td>
<td>ACTION: ABOLISH ( ) OTHER ( )</td>
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POSITION TITLE: Asst. Dir. Data Proc. (Ad. 3) Info. Systems (Ad. 4) 7919

CURRENT CLASS CODE PROPOSED CLASS CODE

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<th>POSITION NUMBER</th>
<th>CURRENT (30,840)</th>
<th>PROPOSED (35,000)</th>
<th>BARG</th>
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<td>1,341.00</td>
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RESOLUTION  

RESOLVED, that the position, Assistant to the Director of Data Processing (Ad. 3) at Eastern Connecticut State University, be reclassified to Associate Director of Computer & Information Systems at Ad. 4 effective on 2/13/87.

A Certified True Copy

Dallas K. Beal, President Date

PERCommittee 1/28/87 BOAOD OF TRUSTEES 2/6/87

JUSTIFICATION: With the additions of two new professional positions in the Data Center this year, the need has arisen for a clear-cut chain of authority and, in particular, a second in command, to help supervise the staff. Since the other three campuses have an Associate Director, we are seeking to use the same organizational model.
Position Title: Assoc. Director of Computer and Information Systems/Ad. 4

Campus: Eastern Connecticut State University  Date: 12/10/86

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: Michael Pernal

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE: 12/10/86

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: Kelley A. Tipton

DATE OF SUOAF 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 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: Kelley A. Tipton  Date: 12/13/86

DISPOSITION AT SUOAF 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 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:

VICE PRESIDENT FOR PERSONNEL  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 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
EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DIRECTOR OF COMPUTER AND INFORMATION SYSTEMS

ADMINISTRATIVE RANK: IV

Under the supervision of the Director of Computer and Information Systems, the Associate Director is responsible for the daily operation of the Data Center. Under guidelines established by the Director, the Associate Director commits data center resources to departments and other groups within the university community to accommodate specific requests and is responsible for the following:

1. Assumes responsibilities of the Director in his/her absence.
2. Manages daily information processing and production work scheduling at the data center.
3. Supervises data center staff as required.
4. Assists the Director with systems planning and research, user training and similar activities.
5. Provides technical support to Data Center staff and user offices.
6. Performs systems analysis, design, coding, documentation, and implementation.
7. Performs other duties and responsibilities related to those above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Master's degree required. A minimum of four years experience in systems development and operations, a basic knowledge of data center operations.

The above qualifications may be waived for persons with appropriate alternate experience.

For the University
12/10/86
For the Union
12/17/86

12/10/86
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
DATA ENTRY OPERATOR 1 KP - A