RESOLUTION
concerning
RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR II
to
ASSISTANT DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR III

at
WESTERN CONNECTICUT STATE UNIVERSITY

OCTOBER 9, 1987

RESOLVED, That the position, Assistant to the Director, Information Systems/Administrator II, at Western Connecticut State University be reclassified to Assistant Director, Information Systems/Administrator III, effective October 9, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this resolution.

A Certified True Copy:

[Signature]
Dallas K. Beal
President

An Equal Opportunity Employer
THE CONNECTICUT STATE UNIVERSITY
P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) EFFECTIVE 10/9/87
POSITION TITLE: Admin. II/Asst. to the Dir., Information Systems
CURRENT (Class Code) 7917 PROPOSED (Class Code) 7918
POSITION NUMBER: 0879 CURRENT SALARY 26,683 PROPOSED SALARY 29,500
FUND Gen. UNIT AFSOME from to

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

Western Connecticut State University requests that the position of John P. Kulhawik be reclassified from Administrator II/Assistant to the Director, Information Systems to Administrator III/Assistant Director, Information Systems. This action is in keeping with our practice to reclassify Junior Programmers to Programmers as their computer experience increases.

A job description for the Administrator III/Assistant Director position is attached.

RESOLUTION

That the position Admin. II/Assistant to the Director, Information Systems at Western Connecticut State University be reclassified to Admin. III/Assistant Director, Information Systems, effective Oct. 9, 1987 in accordance with all provisions and expectations as set forth in this proposal.

A Certified True Copy
Dallas K. Beal, President, CSU

Committee
Date
Board of Trustees
Date

Submitted 8/26/87
By: CSU ( ) CCSU ( ) SCSU ( ) ECSU ( ) WCSU (X)

Date

2,817. Approx. Cost

Signed (University) 9-2-87

Date
Assistant Director, Information Systems (Programmer)/III

Supervisor: Director, Information Systems/Computer Center

Incumbent Name:

Position Summary:

Under the direction of the Director, Information Systems/Computer Center is responsible for computer programming applications, developing and maintaining user software for the operation of all computer systems using various computer languages.

Position Responsibilities:

Creates and develops online computer application programs on the VAX VMS systems and other Micro computers.

Maintains all computer software and programs, performs systems conversion as required.

Maintains all systems files of the University and files for the BOT & BHE. Develops, implements and maintains all systems programs for various computer systems.

Modifies and maintains all current systems and programs and documents all works.

Assists System Manager in training of Junior Programmers, Operators, staff and users in use of the computer systems and software packages.

Coordinates the daily operation and production as required.

Provides technical assistance to the Director and System Manager as required.

When directed, performs duties of other computer center positions to provide uninterrupted service to users.

Assists the System Manager to perform systems update as required.

Assists the Academic Computer Center when needed.

Performs 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. Bachelor's degree in Computer Science, Information Systems or related field is required. These qualifications may be waived for individuals with appropriate alternate experience.