

OFFICE OF POLICY AND MANAGEMENT
JOB OPPORTUNITY
INFORMATION TECHNOLOGY ANALYST 1
DIVISION OF ADMINISTRATION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current examination list or a lateral transfer

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 104721

Hours: Monday – Friday, 35 hours/week plus 5 straight time overtime hours/week

Salary: \$53,926 to \$69,046 (New hires to state employment start at the minimum salary range)

Closing Date: Must be received in this office by close of business (5:00 p.m.) April 26, 2013

Eligibility Requirement: Candidates must have applied for and passed the Information Technology Analyst1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of data control functions; considerable knowledge of IT equipment and diagnostic tools; knowledge of principles and techniques of computer programming; knowledge of programming languages; knowledge of principles of information systems; knowledge of principles and concepts of network environments; knowledge of computer operating systems; knowledge of fundamental principles and theories of business and planning functions; knowledge of principles and techniques of systems analysis, design and development; knowledge of capabilities of computer equipment and technology; considerable technical problem solving skills; considerable logic and analytical skills; interpersonal skills; oral and written communication skills; considerable ability to install and maintain microcomputer hardware, software and network components; ability to prepare and maintain records, logs, reports, documentation, and manuals; ability to write, test and debug computer programs; ability to use programming development tools; ability to identify, analyze and resolve simple business and technical problems.

Examples of duties: The candidate's duties will be split between application development and hardware support. Application development includes maintenance of legacy Visual Basic 6.0 and all versions of Visual Studio using SQL Server in a web environment. Hardware support includes but is not limited to Windows servers, agency desktops and other network functions critical to the success of OPM's mission.

General Experience: Five (5) years of experience in information technology (IT) operations support, programming or another IT related support area.

Special Experience: Two (2) years of the General Experience must have been performing basic technical support work in one of the following areas:

Help desk functions.

Installing and maintaining basic computer hardware and software.

Basic technical work in data communications, microcomputer support, production control or programming.

For State Employees basic technical support work is interpreted at the level of Information Technology Technician.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter that describes your interest and suitability for the position, resume, and an Application for Employment (form CT-HR-12). Your application will not be considered complete without these three (3) documents. Submit your application to opm.recruitment@ct.gov or mail to:

Office of Policy and Management
450 Capitol Avenue
Human Resources – MS 55ADM
Hartford, CT 06106

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.