

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Supervisor (EU32)**

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

Open to: Public
Job Title: Information Technology Supervisor
Hours: 8:00 a.m. – 4:00 p.m.
Salary: \$80,254 - \$102,689, based on 35 hours per week
Job No.: 624
Closing Date: April 2, 2014

Eligibility Requirement: This position is open only to applicants who are currently on the state exam certification list for Information Technology Supervisor or applied for the current Information Technology Supervisor exam administered by the Department of Administrative Services. If you have applied for the current Information Technology Supervisor exam administered by the Department of Administrative Services only those receiving a passing score can be considered for appointment.

Duties: Schedules, assigns, oversees and reviews the work of staff; provides staff training, mentoring and assistance; conducts performance evaluations and set objectives; determines priorities and plans unit work; establishes and maintains unit procedures; assists in the development of and makes recommendations on IT policies and standards; acts as liaison with other operating units, agencies and outside officials regarding best practices, policies and procedures; maintains software licensures and other related requirements; works with IT Information Security Officer and Architecture Subject Matter Experts to establish and coordinate disaster recovery plans and system security documentation; must prepare correspondence, manuals, reports and procedures; In collaboration with other IT functional area Leads, performs facility, capacity planning and configuration management tasks; Oversees protocols for monitoring system performance tuning or storage management; reviews, validates and assists the IT Security Team in the development of host and network security policies; evaluates and recommends new strategies, technologies and technological directions to management; makes recommendations and maintains contracts for hardware and/or software purchases; may facilitate meetings and technical reviews; makes recommendations for migration and network/server upgrade directions; responsible for overseeing network activities including installation of network/server hardware, software and maintenance; provides technical specifications as input into Requests for Proposal (RFP) process; participates on evaluation teams that review RFP responses; Responsible for resource planning and task utilization metrics; performs related duties as required.

Preferred Skills: Considerable knowledge of relevant State IT policies and procedures is a plus; considerable knowledge of IT principles and techniques of network/server architectures and design; must possess excellent communication, analytical planning and problem solving skills; Excellent written communication skills; must be well versed in latest network and server technologies, considerable knowledge of principles, problems and techniques of data processing and data communication operations and diagnostic tools; considerable knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; Candidate must have working knowledge of Switched networking, complex knowledge to provide technical support for multiple virtualized Server environments / Microsoft Hyper V server virtualization experience and operating systems; Considerable knowledge of hardware for large data centre environments, considerable knowledge of principles of complex computer operating systems, Windows Server 2000 thru 2008 R2 Operating Systems and related program product software installation, customization, parameters and maintenance; considerable knowledge of principles and techniques of business information systems re-engineering; considerable knowledge of network protocols and architecture TCP/IP, and VOIP.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit:

- Cover letter & Resume
- Application for Examination or Employment (CT-HR-12). http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees.
- If you are not a Department of Labor applicant, you must complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
- Current state employees are required to submit their last two service ratings **and** copies of their attendance records for 2012 & 2013.

Application packages will not be considered without these documents. Missing or incomplete application material will not be considered. Submit via mail or fax to:

**Connecticut Department of Labor
Human Resources
200 Folly Brook Boulevard
Wethersfield, CT 06109
(860) 263-6699 (fax)**

* Please note: Applicants who are not currently a state employee must start at the minimum salary. If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Please do not call concerning your application.

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.

CONNECTICUT DEPARTMENT OF LABOR
Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf

****Important note: Any modifications to this form will NOT be accepted.**