

DEPARTMENT OF ADMINISTRATIVE SERVICES – PROCUREMENT DIVISION

CONNECTICUT CAREERS TRAINEE – TARGET CLASS: CONTRACT ANALYST

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

**Open To:** The Public  
**Location:** 165 Capitol Avenue, Hartford, Connecticut  
**Job Posting #:** 3445  
**Hours:** 8AM - 5PM (40 Hours/Week)  
**Salary:** Bachelor's Degree \$43,353 annually or Master's Degree \$44,920 annually  
**Closing Date:** October 9, 2015

The Department of Administrative Services, Procurement Division is seeking a motivated, detail-oriented individual who has an interest in contracting for information and/or telecommunication systems and who displays communication and organizational skills, as well as business, analytical and technological skills. The successful candidate will learn the government contracting processes and strategic techniques including cost reduction techniques, pricing and cost analysis, contract negotiations, evaluating product and service specifications, and other procurement functions.

**Eligibility Requirement:** Candidates must have a 4 year Bachelor's Degree or a Master's Degree in a related field.

**Examples of Duties:** Performs a range of procurement duties in areas such as product and service specification development; customer service delivery; marketing; contract negotiations; contract administration; project management; problem solving; utilization of technology; ensures team success through motivation; support, training and feedback; makes and follows up on work assignments; assists in evaluation of individual and team performance; works closely with other teams to ensure success; may lead day-to-day support team activities to ensure customer objectives are met or exceeded with highest quality service; performs related duties as required.

**Preferred Skills and Abilities:** Knowledge of the principles and practices of marketing; ability to manage and track multiple tasks/projects concurrently; communication skills both oral and written with emphasis on strong writing skills; ability to establish and maintain harmonious and cooperative relationships with supervisors, co-workers, vendors and the general public; ability to exercise wisdom and accept personal responsibility; ability to learn state and federal procurement laws and regulations; knowledge of software licensing, computer systems or information technology; ability to communicate on a one-to-one basis or before groups to provide or obtain information; ability to research and compare product quality performance and options with the requirements of government.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements shall submit a completed application which includes a cover letter, a resume, a writing sample, an Application for Examination or Employment (CT-HR-12) [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), final college transcript(s) (unofficial transcripts are accepted), and two professional reference letters (If a current State employee please submit your last 2 performance appraisals and attendance calendars from the last two years) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**Attn: Ms. Morgan Roane**  
**165 Capitol Avenue, 5<sup>th</sup> Floor**  
**Hartford, CT 06106**  
**EMAIL: [morgan.roane@ct.gov](mailto:morgan.roane@ct.gov) Or FAX: 860-622-2834**  
**Subject line must include: Last Name and Job Posting # 3445**

**Applications will be accepted by U.S. Mail, email or fax. Late or Incomplete applications will not be considered.**

**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.