



**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Information Technology Analyst 2
APPLICATION SERVICES DIVISION**

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

Open To: Open to candidates on a current examination list
Location: 55 Farmington Avenue, Hartford, CT 06106
Job Posting No.: 114612
Hours: Monday through Friday, 35 hours per week – 1st shift
Salary: \$74,945 - \$94,975 (EU 28)
Closing Date: October 3, 2016

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for an ITA 2 position assigned to the Bureau of Enterprise Systems and Technology/Application Services Division in Hartford.

Eligibility Requirement:

Candidates must have applied for and passed the Information Technology Analyst 2 examination 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.

Duties and Responsibilities:

The Department of Administrative Services is requesting to establish an IT Analyst 2 position within BEST - Application Services Division. This Division supports both large scale enterprise and agency specific applications. The position will be the primary contact for agency application support for the Office of Government Accountability (OGA): Board of Firearms Permit Examiners, Judicial Selection Commission, Judicial Review Council, Office of the Child Advocate, Office of the Victim Advocate, State Contracting Standards Board. The Legal Files system is an integrated investigative/legal matters COTS solution that has many functional components with duties including the maintenance and integration support for document management, claims process management, customer reporting, vendor management, long-term application configuration support.

In addition, the position will also be used to assist with application support for the Department of Veteran's Affairs on Electronic Medical Records and the FileNet Enterprise Content Management system.

Required Skills:

- 3- 5 years of work experience with configuration, management and support of vendor applications
- 2-3 years of work experience with Dot Net development using Visual Studio
- 3-5 years of programming experience, preferably with one or more of the following: SQL, DB2, HTML, HTTP, HTTP/SSL, XML, XML parsers, XSL, web services, object oriented programming languages such as C++
- Written or worked with Java
- Experience with leading upgrade activities for application, operating system, and database
- Experience with organizational skills in planning and prioritizing own workload and initiatives
- Experience with working in a matrixed team, manage multiple projects, and have effective time management skills
- Knowledge of project management practices
- Written and oral communication skills

Preferred SKILLS:

- Experience with MS Visual SourceSafe or Team Foundation Server
- Experience programming within an enterprise environment
- Experience programming with an enterprise content management system (e.g. FileNet, Documentum)
- Knowledge of State architecture and technology standards
- Experience with business process management (BPM) and workflow concepts

Knowledge, Skill and Abilities:

Considerable knowledge of IT equipment and diagnostic tools; considerable knowledge of principles and techniques of systems analysis, design, development and programming, considerable knowledge of principles of information systems; considerable knowledge of principles and theories of business and planning functions; considerable knowledge of programming languages; considerable knowledge of capabilities of computer technology; knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; knowledge of principles and techniques of software generation and programming; knowledge of practices and issues of systems' security and disaster recovery; knowledge of computer operating systems; knowledge of project management principles and techniques; knowledge of principles and techniques of business information systems, re-engineering; considerable technical problem solving skills; considerable logic and analytical skills; considerable oral and written communication skills, considerable problem-solving skills; interpersonal skills; project coordination skills; considerable ability to analyze, troubleshoot and resolve data communications problems; considerable ability to write, test and debug computer programs; considerable ability to use programming development tools; considerable ability to prepare manuals, reports, documentation and other written materials; considerable ability to identify, analyze and resolve complex business and technical problems; ability to analyze and debug complex software programs.

General Experience:

Six (6) years of experience in information technology (IT) operations, programming, systems/software development or another IT related support area.

Special Experience:

One (1) year of the General Experience must have been performing professional information technology work in one of the following areas”

1. Installation and support of microcomputer hardware, software and operating systems;
2. Analysis, design and development of information systems;
3. Network hardware and software installation and support
4. Network hardware and/or software problem diagnosis and resolution.

Note: For state employees this is interpreted at the level of Information Technology Analyst 1.

Substitutions Allowed:

1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General Experience.

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 should submit a cover letter, a resume, a State Application (HR-12), and the last two service ratings to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
55 Farmington Avenue
Hartford, CT 06105
Fax# (860) 622-2617
lorraine.vittner@ct.gov**

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.