

**OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
INFORMATION TECHNOLOGY MANAGER 1**

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

Open To: The Public
Location: 55 Elm Street, Hartford, CT
Job Posting No: #83234
Hours: Full-Time (40 hrs/week)
Salary: \$87,652 (MP66)
Closing Date: Until Filled

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Information Technology Manager 1** position within the Payroll Services Division – Core-CT. The selected candidate will be accountable for the management and direction of information systems, applications development, systems maintenance and similar information technology functions as well as managing technical and support staff within a state agency information technology division.

Duties and Responsibilities: Manage the Core-CT Human Resources Management System (HRMS) development staff to ensure that data processing needs are met within the statewide PeopleSoft Human Resources, Benefits Administration, Time & Labor and Payroll modules. Responsible for planning, organizing and managing all information technology work for the HRMS team. Direct the development staff in the Design, Development, Testing and Documentation of modifications to delivered software and the creation of custom extensions to the Statewide HRMS application. Review updates from software vendor to identify impacts on delivered and customized code line, as well as impacts to integration points between the HRMS and Financials applications; determine approach for implementation. Works closely with the HRMS functional staff to ensure that the State's changing business needs are met. Manage the development staff assigned to monitor and support the nightly HRMS batch processes; assist in trouble-shooting system errors; direct staff to research and document software issues and log cases with software vendor to obtain solutions. Interface with other technical and functional areas to coordinate data/program movements; oversee the coordination of changes that will have a cross application impact; coordinate the creation of test environments. Establish HRMS development priorities; advise and review assignments for a team of 10 IT developers. Facilitate employee growth by encouraging research to expand team knowledge base. Ensure compliance with regulatory mandates; respond to agency and customer requests. Participate in meetings with business owners, technical and functional staff to ensure the state's business needs are met in a timely manner. Create educational documents, teach technical classes to non-technical staff, identify both technical and non-technical solutions to business problems and perform other related duties required.

Preferred Experience and Skills:

- Knowledge of Human Resources, Payroll, Time and Labor systems;
- Experience in Oracle PeopleSoft Enterprise Human Capital Management software, version 8.9 and above;
- Extensive experience in applications development with PeopleCode and PeopleTools;
- Understanding of PeopleSoft system configuration and table structure;
- Experience with development of complex SQL;
- Excellent communications skills;
- Ability to excel in a fast-paced team environment.

General Experience: Ten (10) years of experience in computer or network operations, production control, systems development, information technology analysis and planning.

Special Experience: Three (3) years of the General Experience must have been in a lead capacity. Note: For state employees this is interpreted to be at the level of an Information Technology Analyst 3.

Substitutions Allowed: 1) College training in computer science, information systems or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. 2) A Master's Degree in computer science, information systems or a closely related field 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 must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (Form CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (**Please indicate the job posting number on the application form**). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Management Services Division - Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR
Fax to: 860-702-3324
OR
Email: OSC.HR@ct.gov**

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE 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.