

DEPARTMENT OF LABOR  
JOB OPPORTUNITY  
COMPUTER OPERATIONS SUPERVISOR (EU-26)

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

**Open To:** Candidates on the current exam list  
**Location:** 101 East River Drive, East Hartford, CT 06108  
**Job Posting No:** 482  
**Hours:** 2<sup>nd</sup> shift: 3:30 p.m. – 11 p.m., Monday - Friday  
**Salary:** \$62,203 - \$79,230  
**Closing Date:** January 16, 2013

**Eligibility Requirement:**

Candidates must have applied for and passed the most recent Computer Operations Supervisor 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. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Examples of Duties:**

Supervises operation of electronic computer technology equipment including data control activities; schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; schedules computer operations to obtain maximum utilization of equipment and personnel to facilitate production; plans and designs computer runs; ensures all job control language procedures and documentation are accurate, complete and in conformance with established standards; maintains list of standby operations for assignment of unused time; coordinates hours of operation; develops and/or assists in development of capacity planning; forecasts need for increased equipment capacity and resources; interprets and analyzes console messages; supervises or coordinates data entry, tape library and input and/or output control; diagnoses equipment failures and manipulates controls necessary to continue operations; monitors operations; provides technical assistance to systems and programming personnel; notifies manufacturers' representatives in event of equipment malfunction; assists in setting standards for production control; may monitor operations for quality control purposes; may assist in developing and implementing facilities planning; may develop, monitor and enforce preventive maintenance; performs related duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of principles, problems and techniques of operating electronic data processing computer equipment in various data processing environments; considerable knowledge of computer input/output media and data control methods; considerable knowledge of multi-programming computer operations and methods of preparing work for processing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to schedule, run and monitor jobs and to diagnose errors and conflicts with the execution of programs; considerable ability to diagnose system malfunctions and to take corrective action; ability to prepare, analyze and maintain records; supervisory ability.

**General Experience:**

Six (6) years of experience in data processing operations.

**Special Experience:**

One (1) year of the General Experience must have been performing technical work involving help desk, user support or production control functions for an agency information systems division. For state employees this is interpreted at the level of Information Technology Analyst 1.

**Substitution Allowed:**

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 equaling six (6) months of experience to a maximum of four (4) years.

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

**Application Instructions:**

Eligible candidates should submit a cover letter, resume, Application for Examination or Employment (CT-HR-12) and the Pre-Authorization and Release Form (immediately follows this job announcement), which includes a statement regarding the Guide to the Code of Ethics. Current state employees are required to submit their last two service ratings. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 482 on the application. Applications will not be considered without all of the required documents. Applications received or postmarked after the closing date will not be considered. Submit via mail or fax to:

Department of Labor  
Human Resources Office  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX (860) 263-6699

If you are faxing your application, please do not mail additional copies. **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.

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

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Date Signed	Signature
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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/public\\_officials\\_guide\\_10.pdf](http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf)