



**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC  
INFORMATION TECHNOLOGY SUPERVISOR**

**ANNUAL \$77,916      SALARY      APPLICATION CLOSING      EXAM**  
**SALARY: \$99,697      GROUP: EU 32      DATE: SEE BELOW      NO: 072320CRDS**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

**(REISSUED WITH DATES FOR 2011)**

**PURPOSE OF CLASS:** In a state agency major Information Technology (IT) operational environment, this class is accountable for supervising staff and overseeing the planning, analysis, design, selection, installation and implementation of information systems and applications.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Nine years of experience in information technology (IT) operations, programming, systems/software development or IT related support area.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been performing advanced technical level duties or as a working supervisor in one of the following areas: (1) Designing, configuring and implementing complex networks. (2) Configuring, installing and upgrading host based applications packages and host and/or operating system software. (3) System software/application development. [Note: For state employees this is interpreted at the level of Information Technology Analyst 3.]

**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 semester hours equaling six months of experience to a maximum of four 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 additional year of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of principles and techniques of systems analysis, design, development, and computer 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 project management principles and techniques; considerable knowledge of principles, problems and techniques of data processing and data communication operations; considerable knowledge of data processing and data communications equipment and diagnostic tools; considerable knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; considerable knowledge of principles of complex computer operating systems; considerable knowledge of principles and techniques of business information systems re-engineering; considerable knowledge of principles and techniques of programming; considerable knowledge of network protocols and architecture; considerable knowledge of practices and issues of system security and disaster recovery; considerable knowledge of applications system development principles and techniques; considerable knowledge of principles and practices of data base management; considerable interpersonal skills; considerable problem solving skills; considerable oral and written communications skills; considerable technical problem solving skills; considerable analytical skills; considerable ability to prepare correspondence, manuals, reports and documentation; considerable ability to analyze and resolve operational and communications problems; considerable ability to analyze and debug complex software programs; considerable ability to identify, analyze and resolve complex business and technical problems; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION AND EXAMINATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. List and describe positions (job titles) you have held separately, even if with the same employer. **Be sure to detail your experience in the following: (a) computer operations support, (b) computer programming, (c) designing, implementing and managing a major communications network, (d) providing technical and administrative support for a wide area network (WAN) or mini-computer system, (e) installation and maintenance of major sub-systems or installing and maintaining other host and/or network software, (f) designing and developing system applications, (g) serving as a project coordinator responsible for coordinating the design, development, programming and implementation of information systems projects, and (h) leading and/or supervising the planning, analysis, design, selection, installation and implementation of information systems and applications.** Clearly describe the work (duties) that you personally performed in each position. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked **by MAY 18, 2011 for the JUNE 28, 2011 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/cr1.aspx?page=13>) or at any one of the Offices of the Connecticut State Job Centers.

(revised October 20, 2010)

**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.