State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

INFORMATION TECHNOLOGY ANALYST 2

ANNUAL SALARY: $70,642 – $89,522	**SALARY GROUP: EU 28***	**APPLICATION CLOSING DATE: SEE BELOW**	**EXAM NO: 071620CRDJ**
ANNUAL SALARY: $80,733 – $102,319	**SALARY GROUP: FD 28***		

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

(REISSUED WITH DATES FOR 2013 AND 2014)

PURPOSE OF CLASS: In a state agency Information Technology (IT) environment, this class is accountable for independently performing a full range of information technology tasks and project coordination work involving infrastructure systems support, security and application development in an IT environment.

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

SPECIAL EXPERIENCE: One 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 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 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.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

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) installation and support of microcomputer hardware, software and operating systems, (d) analysis, design and development of information systems, (e) network hardware and software installation and support, and (f) network hardware and/or software problem diagnosis and resolution.** 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 DECEMBER 18, 2013 for the FEBRUARY 3, 2014 grading date; by MARCH 18, 2014 for the APRIL 30, 2014 grading date; JUNE 18, 2014 for the JULY 31, 2014 grading date; and by SEPTEMBER 18, 2014 for the OCTOBER 31, 2014 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/employment) or at any one of the Offices of the Connecticut State Job Centers.

*NOTE: The full-time work week may be 35 or 40 hours depending on the position. The salary group for the 35 hour work week is EU and the salary group for the 40 hour work week is FD.

(Reissued October 29, 2013)

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, persons with disabilities, and military veterans.