

DEPARTMENT NAME
JOB OPPORTUNITY
Computer Operations Supervisor
Operations Division/Data Center

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

Open To: Candidates on a current examination list.

Location: 101 East River Drive, East Hartford, CT

Job Posting No. 3822

Hours: 35 Hour Work Week

Salary: \$64,070/annual (EU/26)

Closing Date: September 24, 2013

Eligibility Requirement: Candidates must have applied for and passed the 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.**

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for a Computer Operations Supervisor position assigned to the Bureau of Enterprise Systems and Technology in East Hartford. This Computer Operations Supervisor position will be assigned to the night shift, working Wednesday - Saturday, including Holidays, and will be the only on-site Supervisor.

The job duties and responsibilities are: This is an essential position. This is a single on-site Operator Supervisor responsible for all of the Data Center Infrastructure support equipment and escalation on the off-shift. Examples of these duties are: Monitor and responding to alarms for: Uninterrupted Power Supply, Wet Jar Batteries, Computer Room Air Conditioners, Automatic Transfer Switches, Generators, Fire Suppression and Detection. This position is assigned to the Enterprise Data Center which controls the operation of a large-scale 24-hour Data Processing computer installation. Responsible for proactive/reactive situations that would degrade system performance by analyzing and interpreting hardware/ software console messages in a multi-platform operating systems environment. Responsible for Off-Prime Enterprise-wide scheduling, providing Off-Prime Service-Desk coverage/support during State of Connecticut Closings, weekends and Holidays. Supervise technical and clerical staff as assigned. Additional experience in the following a plus; Impact, SharePoint, FootPrints, Tivoli NetCool, Blue zone 3270 emulation software or similar emulator

Preferred Skills: Background in ESP, CA Spool, CA Scheduler, Cybermation, MS Office Products, Tape Library, Automated Tape Library, ITIL/ ITSM, knowledge of IBM mainframe (OS/370 and Linux) and distributed systems (Windows Based), Dispatch, TSO/SPF PANVALET, OPS/MVS, practical knowledge and experience in mainframe printing environments including but not limited to; IBM 6400 or similar.

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.

NOTE: For state employees this is interpreted at the level of information Technology Analyst 1.

Substitutions 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.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
101 EAST RIVER DRIVE
EAST HARTFORD, CT 06108
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.