

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Technician Trainee (EU 15)**

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

Open To: The Public
Location: Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109
Hours: 8:30 a.m. to 4:00 p.m. (35 hours weekly)
Salary: \$38,588 approximate annual salary and full benefits package*
Closing Date: September 27, 2013
Job No. 580

Eligibility Requirement: Two (2) years of experience in computer operations support or another computer related support area.

Substitutions Allowed: College training in management information systems, computer science, electrical engineering 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 two (2) years. **Official transcripts must be provided at the time of appointment.

Minimum qualifications required knowledge, skill, and ability: Knowledge of functioning and use of information systems; knowledge of major concepts and terms used in the information technology profession; basic interpersonal skills; basic logic and analytical skills; ability to prepare and maintain accurate records; ability to prepare written materials and reports; ability to follow oral and written instructions.

Duties: This is an entry-level trainee position for applicants lacking specific support services training and experience in the areas of IT governance and security. Working as a trainee for 1 year, under at least one experienced IT Governance Administrator and Information Security Analyst, the trainee will support the Global Shared Services (GSS) Team across a full range of governance activities. The Trainee will obtain a basic understanding of Governance and components related to IT policies, processes and strategies and will provide support to those components (e.g., processes to escalate and resolve IT risks, reporting of outcomes, governance awareness training, ensuring high availability of critical IT systems, etc.). Additionally, the Trainee will work closely with colleagues and learn to perform all procedures necessary to ensure the safety of information assets and to protect systems from intentional or inadvertent access or destruction. Other responsibilities include but are not limited to: producing summaries of GSS Council meetings, drafting minutes, supporting the facilitation of formal meetings, contributing to the maintenance and development of governance materials, and monitoring action points and matters arising, as required. Assignments will become progressively more difficult and less routine, requiring less supervision, as work proficiency improves through continued training and experience.

Preferred Skills and Ability: Excellent Customer Service Orientation; Moderate computer and data entry skills (MS Office, Excel, Outlook, Word); Ability to effectively prioritize and execute tasks in a high-pressure environment; Good written, oral, and interpersonal communication skills; Highly self-motivated and directed; Keen attention to detail, Team-oriented and skilled in working within a collaborative environment; Ability to self-educate in regards to information technology breakthroughs associated with best practices, governance, process, security and security breaches.

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

*Applicants who are not currently a state employee must start at the minimum salary.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a current State of Connecticut Application for Examination or Employment (CT-HR-12) and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. In addition, if you are a non-agency applicant you will need to complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). Current state employees are required to submit their last two service ratings. If you are using college credits to qualify, you must include a copy of your transcript/s. The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Application packages will not be considered without these documents. Please fax or mail application material to:

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

**Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. 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.

Date Signed

Signature of Applicant

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

Date Signed

Signature of Applicant

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/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf

****Important note: Any modifications to this form will NOT be accepted.**