

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES OFFICE OF THE COMMISSIONER

INFORMATION TECHNOLOGY ANALYST 3 – OC106636

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

Open To: Candidates who are on the current exam list for Information Technology Analyst 3

Location: 410 Capitol Avenue, Hartford, Ct 06106

Job Posting No: OC106636

Hours: 1st shift, Monday – Friday, 8:30 a.m. – 4:00 p.m., 35 hours per week

Salary Range: \$ 74,183.00 - \$ 95,302.00

Posting Date: January 9, 2014

Closing Date: January 15, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Information Technology Analyst 3 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.**

Duties may include but not limited to: Acts as project team leader, overseeing technical staff and other team members on software development projects; Manages planning, analysis, design, selection, installation and implementation of new technologies; • Makes recommendations for software purchases; Creates business requirements and design specifications; Acts as liaison to hardware and/or software vendors, system developers, programmers and management; Trains analysts, system developers and users on new and existing procedures; • Plans, coordinates and directs multiple projects of assigned staff; Reviews work of assigned personnel and serves as consultant and/or troubleshooter; Prepares necessary procedural specifications to meet design requirements; Communicates with business owners and management; Facilitates meetings.

Knowledge, Skills and Ability:

Considerable knowledge of the principles of systems analysis, design, and development; Considerable knowledge of project management principles; Knowledge of applications system development principles and techniques; Considerable oral and written communication skills; Considerable ability to prepare correspondence, manuals, reports and documentation:

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner

**Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@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.