

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Analyst Trainee (EU 18)
Target Class: Information Technology Analyst 1 (EU 23)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Public
Location: 200 Folly Brook Boulevard, Wethersfield, CT 06109
Hours: 8:30 a.m. to 4:00 p.m. (35 hours weekly)
Salary: \$44,611 (*employees new to state service start at the minimum salary*)
Job Posting No: 601
Closing Date: January 6, 2014

Eligibility Requirement: **A Bachelor's Degree in management information systems, computer science or information technology related area.**

PROGRESSION ~

1. Incumbents in this class will be eligible for promotion to the target class of Information Technology Analyst 1 without further competitive examination after successful completion of the one (1) year training program.
2. Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

EXAMPLES OF DUTIES: Assists in the development and maintenance of multiple Tax Division and Unemployment Insurance (UI) applications. Including, but not limited to, Electronic Document Management System (EDMS) applications which are critical to the daily operations of the Agency, the FACT Audit System and a magnetic media processing system (Mag Media) developed in the .Net environment; Support and maintenance of a variety of small-scale .Net business applications; Assists application developer in analysis, design and development of information systems, while adhering to State's systems development lifecycle; Responsible for analyzing and documenting business requirements, acting as a liaison between technical staff, users and vendors regarding basic application design and modifications; ensures timely completion of all phases of development projects; customizes software applications to meet user requirements; designs screens, forms and reports; defines data elements; performs system tests; prepares project plans and time and cost estimates; documents system specifications; develops tables and relationships; arranges necessary hardware and software availability; provides for preparation and maintenance of documentation and manuals necessary at customer and operational levels; coordinates and/or provides customer support as needed; prepares progress reports; prepares program specifications and test data for own work; performs unit and/or system tests; debugs and/or corrects errors; maintains and enhances existing programs; uses programmer productivity tools; performs related duties as required, performs related duties as required.

Preferred Skills and Ability: The ideal candidate must have a strong desire to learn and grown as a developer. Able to excel in a rapidly changing environment. The ideal candidates must have general development experience in .Net disciplines, excellent verbal and written communication skills. Possess considerable knowledge of at least three or more of the following: .Net Disciplines, DB2, SQL Server, database administration, Web development using .Net assemblies, XML, SOA Framework. Additionally candidates should possess a working knowledge in object oriented programming, C# and Visual Basic languages, relational databases, MS Project, MS Visio, Change Management, application design processes, system development methodologies (SDMs) and Microsoft architecture.

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, an 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 not a Department of Labor 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 **and** copies of their last two years of attendance records (2012 & 2013). If you are selected for the position we will need an official transcript, you cannot be considered for appointment until we have received the official documentation. The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://das.ct.gov/employment>. Application packages will not be considered without these documents. Missing or incomplete application material will not be considered. Submit via mail or fax 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.

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.**