

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Analyst 3 (EU 30)**

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

Open To: On Examination List
Location: Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109
Hours: Full time (35 hours weekly)
Salary: \$74,183, new to state service must start at minimum
Closing Date: May 26, 2014
Job No: 653

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.**

EXAMPLES OF DUTIES: Develops, supports and maintains a variety of large-scale and complex mainframe systems; manages planning, design and development of new information systems, while adhering to State's systems development lifecycle; writes program and systems specifications; defines data elements; performs unit and/or system tests; debugs and/or corrects errors; maintains and enhances existing programs; uses programmer productivity tools; gathers requirements, analyze, design, code, test, and implement both batch processes/programs and stored procedures for new development; advises or collaborates with developers on solutions to issues, data architectures, system facilities/capabilities and the operations/tuning of databases, provides on-call support; ensures timely completion of all phases of development projects; customizes software applications to meet user requirements; designs screens, forms and reports; prepares project plans and time and cost estimates; facilitates meetings; plans, coordinates and directs multiple projects of assigned staff; reviews work of assigned personnel; develops tables and relationships; 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; performs related duties as required. Liaise with IT, Business Community and Vendors regarding resources, application design and modifications. All candidates must be available to work twenty four hours a day, seven days a week. It is a plus if the candidate has previously worked in an on-call environment and was utilized in this role.

Preferred Skills:

- Direct development experience in DB2, COBOL, CICS, JCL, TSO/ISPF, SPUFI, QMF, SQL
- Excellent debugging skills
- Experience creating System Design documentation
- Experience creating Technical Specifications
- Ability to manage multiple projects

Additional Skills Preferred: Experience using SCLM, Strong leadership and mentoring skills, Debugging experience using XPEDITOR, in CICS and batch environments, Debugging experience using ABENDAID, Ability to use MS VISIO to create documentation, Ability to use MS Office products, especially WORD and EXCEL, Strong knowledge of systems development life cycle methodologies.

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:

- Cover letter & Resume
- Application for Examination or Employment (CT-HR-12). http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- 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.
- If you are not a Department of Labor applicant, you must complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
- Current state employees are required to submit their last two service ratings **and** copies of their attendance records for 2012 & 2013.

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**

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.**