

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY

ENVIRONMENTAL ANALYST 2

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

Open To: The Public
Location: Office of the Commissioner, Office of Information Management
Position#: 100332
Type of Position: Full-Time Permanent
Annual Salary: \$51,488. (ES22-Step1)
Closing Date: 05/04/12

Eligibility Requirement: **Candidates must have applied for and passed the Environmental Analyst 2 exam and be on the current certification list promulgated by the Department of Administrative Services. DEEP employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. In accordance with State procedures, candidates appearing on Reemployment/SEBAC lists will be given first preference**

Description of Duties:

Provides environmental science technical support and business support services for information technology and information management projects; involved in project development activities for new environmental applications involving eGovernment utilizing strong project management skills; provides for workforce collaboration which includes document management, eWorkflow, and business process change resulting from planned eGovernment activities. Works closely with the agency's bureaus and offices functioning as an environmental subject matter expert to define their business needs so appropriate technical solutions can be designed and implemented to meet those business needs. Provides eGovernment support functions including Business Process Analysis to accommodate the capture, storage and retrieval of new flows of environmental scientific electronic information within the agency. This will include support of the agency's LEAN initiatives and other business processes. The ability to follow state standards for IT Project Management as defined in the statewide System Development Methodology (SDM).

PREFERRED CANDIDATE WILL HAVE:

- Considerable knowledge of principles and practices in fields relative to environmental protection;
- Considerable knowledge of environmental program planning principles and practices;
- Considerable knowledge of the agency's Information Management operations, goals and objectives and the statewide project management guidelines established through the System Development Methodology;
- Project management experience including a consistent record of completing work on a timely basis, using time efficiently and working in an organized manner given competing demands;
- Ability to make decisions independently;
- Ability to manage workflow and coordinate activities;
- Excellent verbal and written communication skills.

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 a cover letter, a resume, current state employees must provide a copy of his/her last two performance appraisals and a CT-HR-12 Application for Employment to:

**Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Lisa J. Stratton
Telephone: (860) 424-3006
Fax: (860) 424-3896**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Department of Energy and Environmental Protection is an affirmative action/equal opportunity employer and service provider. In conformance with the Americans with Disabilities Act, DEEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call 860-424-3035 or e-mail the ADA Coordinator, at DEEP.aaoffice@CT.Gov. Persons who are hearing impaired should call the State of Connecticut relay number 711.