

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
INFORMATION TECHNOLOGY ANALYST TRAINEE (Position #99999)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILLING INSTRUCTION AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Payroll Services Division-Core-CT/Data Processing Unit, 101 East River Drive, East Hartford, CT
Hours: Full Time/35 hours per week
Salary: \$43,311 (EU18) Starting Annual Salary
Closing Date: Tuesday, November 15, 2011

The Payroll Services Division, Core-CT – Data Processing Unit of the Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill one (1) **Information Technology Analyst Trainee** position. This position is accountable for receiving on the job training in performing technical work involving help desk functions, user support and assisting in application development and will be assigned to Core-CT in East Hartford.

Example of Duties:

Duties of this position are for system development to support the Core-CT HRMS Application, which uses the Oracle PeopleSoft Enterprise system. Business processes supported include the Human Resources, Benefits Administration, Time & Labor and Payroll modules, as well as integration to the Core-CT Financials application. Selected candidate will receive a combination of formal and on the job training in order to support the delivered software, including troubleshooting, retrofitting modifications during system upgrades, maintenance packs and tax updates. Work closely with functional team to define requirements, develop and test customizations to support the State's changing business needs. Incumbent will be part of a rotation of resources that works 24 hours On Call to support the overnight batch processes, as well as to monitor inbound and outbound interface processes. Tools used include: Application Designer, PeopleCode, Application Engine, Integration Broker, COBOL, SQL and SQR.

Minimum Qualifications Required

Knowledge, Skill and Ability:

Knowledge of the function and use of information systems; knowledge of major concepts and terms used in the information technology profession; basic interpersonal skills; 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.

EXPERIENCE AND TRAINING:

General Experience:

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

Please Note: Selected candidate for this Trainee Position is expected to be promoted to the target class of Information Technology Analyst 1 after successful completion of the one (1) year training program.

Application Instructions:

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

Interested and qualified candidates who meet the above requirements must complete and forward the appropriate signed State Application Form (CT-HR-12) (original **AND** one copy). (**Please indicate the position number on the application form**) no later than the closing date at the top of this form to:

Elena Vazquez, Human Resources Assistant
Office of the State Comptroller
Human Resources Office
55 Elm Street, 2nd Floor, Room 208, Hartford, CT 06106
Phone: (860) 702-3323
Fax: (860) 702-3324 (If faxing, only one application is necessary.)

The State Application (CT-HR-12) may be obtained from the Department of Administrative Services website at: www.das.state.ct.us; or at the Office of the State Comptroller's Human Resources Office.

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.