

State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
Employment Opportunity
Information Technology Analyst 2—CV97272
CONNECTICUT VALLEY HOSPITAL

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT BELOW!

Open To: The Public
Location: Connecticut Valley Hospital, Middletown, CT 06457
Program/Unit: Information Technology Unit
Shift/Schedule/Hours: 1st shift/Monday thru Friday/8:30 a.m. to 4:00 p.m./35 hours
Posting Date: November 18, 2010
Closing Date: November 24, 2010

Duties may include but not limited to: This position will be assigned functionally to the application development team whose current projects involve managing information's systems that are largely (though not exclusively) based in MS Access with plans to migrate these databases to SQL. The successful candidate in this position will be expected to gather and analyze business requirements for new applications; understand, analyze and update the business requirements of existing applications; assist in the design, development, implementation, modification and support of information systems solutions; prepare program specifications, test data, prepare charts, reports and diagrams; provide thorough documentation; use good communication skills with management, co-workers and users; assist in hardware and software installation and support; design screens, forms and reports and provide timelines and costs analysis; manage the CVH website. This person will be able to customize software applications to meet user requirements, and install system upgrades or patches in support of application software.

Eligibility Requirement:

Candidates must have applied for and passed the Information Technology Analyst 2 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.

Note:

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

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and (**at the bottom of Page One**) of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position: Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

***Cindy Lukaszewicz, Human Resources Assistant
Human Resource Services Center – Employment Services
P.O. Box 1508, 460 Silver Street, Middletown, CT 06457
Fax: (860) 262-6770***

E-mail: Ramonita.Gonzalez@po.state.ct.us

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

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. P-4

TO ENSURE YOUR LATERAL TRANSFER REQUEST OR APPLICATION IS PROPERLY RECEIVED AND PROCESSED PLEASE READ THESE INSTRUCTIONS BEFORE APPLYING TO DMHAS POSTINGS

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
HUMAN RESOURCES SERVICES CENTER/EMPLOYMENT SERVICES DIVISION**
Shaping a quality, diverse workforce through competence, commitment and pride.

Thank you for your interest in employment opportunities with the Department of Mental Health and Addiction Services (DMHAS). DMHAS promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance abuse prevention and treatment throughout Connecticut.

To be considered as a valid candidate for employment opportunities with the Department, please follow the instructions on the individual DMHAS postings.

The DMHAS postings, Lateral Transfer Request Form and State Application for Examination or Employment (CT-HR-12) with the DMHAS Addendum to the State of Connecticut Employment Application (CT-HR-12) can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities.

Lateral Transfer Request Forms and State of Connecticut Employment Applications (CT-HR-12) must be received by the DMHAS Employment Services Division on or before midnight of the posting closing date.

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting) on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Employment Application (CT-HR-12). Remember to attach copies of applicable academic certificates/diplomas (i.e. Masters' Degree), certifications and licenses.**

There are three ways to submit the DMHAS Lateral Transfer Request Form and/or this page and the State of Connecticut Application for Examination or Employment (CT-HR-12):

- Fax: 860-262-6770 this page and State of Connecticut Application (CT-HR-12) (preferred method) - **The fax receipt is your confirmation that the Employment Services Division received your form/application.**
- Send this page and the State of Connecticut Application (CT-HR-12) via US mail: DMHAS Employment Services Division, P.O. Box 1508, 460 Silver Street, Middletown, CT 06457
- E-mail this page and State of Connecticut Application (CT-HR-12) (e-mail address can be found on posting)

All DMHAS prospective employees are subject to clearance through appropriate criminal background, Office of Inspector General Federal Sanctions check, State of Connecticut Departments of Children and Families and Developmental Services abuse and neglect registries and reference checks as well as a pre-employment physical which may include but not limited to medical history, drug testing results, limited functional capacity evaluation, laboratory reports, and other medical information. Employment is contingent upon successful clearance through these processes. A valid driver's license is required for certain positions.

Some positions require taking and passing a state examination. Visit <http://das.ct.gov> of the Department of Administrative Services' (DAS) **examination announcements**. **To apply for DAS examinations, please follow the examination instructions on the DAS examination announcement.**

DMHAS positions will be filled in accordance with State policies and procedures and established reemployment, transfer, promotion and SEBAC employment obligations.

DMHAS has many locations across the State of Connecticut. Please indicate your location choice(s):

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| <input type="checkbox"/> Connecticut Valley Hospital (Middletown) (General Psychiatry, Addiction Service-Middletown, Forensic, Administrative and Support Divisions) <input type="checkbox"/> Addiction Service - Blue Hills Hospital-Hartford <input type="checkbox"/> River Valley Services (Middletown) <input type="checkbox"/> Southeastern MH Authority (Norwich) <input type="checkbox"/> Connecticut Mental Health Center (New Haven) <input type="checkbox"/> Capitol Region Mental Health Center (Hartford) Office of the Commissioner <input type="checkbox"/> Statewide Locations <input type="checkbox"/> Hartford | Southwest CT Mental Health System <input type="checkbox"/> Greater Bridgeport Community MH Center (Bridgeport) <input type="checkbox"/> F.S. Dubois Center (Stamford) Western CT Mental Health Network <input type="checkbox"/> Torrington Area Office (Torrington) <input type="checkbox"/> Administrative Office (Waterbury) <input type="checkbox"/> Danbury Area Office (Danbury) <input type="checkbox"/> Waterbury Area Office (Waterbury) |
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If you have questions or need further information, please call 860-262-6749 between the hours of 10:00 a.m. and 3:00 p.m.

DMHAS is an Affirmative Action/Equal Opportunity Employer. Members of protected classes and/or individuals in recovery are encouraged to apply.