

DEPARTMENT OF LABOR
JOB OPPORTUNITY
IT ANALYST 2 (EU-28)
GLOBAL SHARED SERVICES - DATA SECURITY

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

Open To: Candidates on the current exam list
Location: 200 Folly Brook Blvd., Wethersfield, CT
Job Posting No: 523
Hours: 8:30 a.m. to 4:00 p.m. (35 hours per week)
Salary: \$68,584 - \$86,919 (*employees new to state service start at the minimum salary*)
Closing Date: **March 22, 2013**

Eligibility Requirement:

Candidates must have applied for and passed the IT Analyst 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees with permanent status in the class, or those who have previously attained permanent status, may apply for lateral transfer.

Examples of Duties: Under general supervision, performs day-to-day security operations to identify, investigate and resolve security issues and works with IT Department's Information Security Officer to respond to computer security breaches and viruses; plans, implements, upgrades or monitors security measures for the protection of Agency's computer networks and information; ensures appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure; performs mid-level research work on security trends, techniques and systems; writes various types of information technology materials that support departmental policies, procedures and regulations; prepares issue papers, research reports and policy documentation and training materials; may edit or review new and existing documentation templates used in the creation of security assessment reports; coordinates and schedules security assessments with Agency's Risk Management Unit and other state agencies and government entities; collects, compiles, organizes, describes, analyzes and interprets data found during security assessments and prepares statistical reports showing trends among overall client bases as well as with individual clients; maintains systems to protect data from unauthorized users; identifies, reports, and resolves security violations; participates in conducting security reviews to ensure that all systems have effective, quality IT security documentation in place, including: qualitative risk assessments that conform to NIST and IRS Pub 1075 requirements, current and effective IT security plans and current and tested contingency plans. Coordinates with the Department of Labor's IT Security Officer, Risk Management staff and the Bureau of Enterprise Technology (BEST) staff concerning incidents, potential threats and other concerns; works with technical support staff to identify, track and report on security patch management, account creation, account termination, and identification and documentation of the user and appropriate access levels/account permissions; conducts periodic status reviews of all open accounts on all systems through auditing of users accounts; ensures that IT security is addressed in the development and acquisition process of information systems and security related products and services; performs related work functions as assigned.

Preferred Skills: The ideal candidate should have a solid understanding of IT with 2 – 4 years in the security field and will demonstrate experience and judgment to plan and accomplish goals; candidate should be familiar with standard security concepts, practices, and procedures. Certification in CompTIA Security+, Microsoft Certified Systems Security Administrator, and/or GIAC Information Security Fundamentals is desirable.

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

Application Instructions:

Eligible candidates should submit a cover letter, resume, Application for Examination or Employment (CT-HR-12) and the Pre-Authorization and Release Form (immediately follows this job announcement), which includes a statement regarding the Guide to the Code of Ethics. Current state employees are required to submit their last two service ratings. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 523 on the application. Applications will not be considered without all of the required documents. Applications received or postmarked after the closing date 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

If you are faxing your application, please do not mail additional copies. **Due to the large number of expected applicants we cannot confirm receipt of application materials.** Please do not call concerning your application.

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 received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed	Signature
-------------	-----------

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/public_officials_guide_10.pdf