

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Information Technology Analyst 3 - 81233
CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) DIVISION

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: 101 East River Drive, East Hartford, CT

Job Posting No. 82133

Hours: 35 Hour Work Week

Salary: \$72,022 (EU 30)

Closing Date: January 19, 2012

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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for an IT Technical Analyst 3 position assigned to the CJIS Division in East Hartford.

The Criminal Justice Information Systems (CJIS) System Administrator assignment is responsible for servers, data protection, and systems software for WebSphere MQ Server for the Offender Base Tracking System (OBTS) and Connecticut Impaired Driving Record Information System (CIDRIS). This position will be responsible for understanding all of the areas of both systems and providing institutional knowledge of its maintenance and operation.

The System Administrator must effectively balance:

- Ownership of technology systems design and maintenance in the State
- Preparation for and acceptance of new technology systems
- An ability to understand the complexity of large integrated systems and to trace problems to their source.

This focus requires the capability to build trust and nurture relationships with CJIS partners' technology staff while maintaining the most current systems administration approaches to industry standards for CJIS systems.

Duties include:

- Assist the development of systems architecture and infrastructure required to support a large CJIS integration environment.
- Ensures FBI CJIS Security Policies for systems are enforced in architecture and operational practices.
- Participates in FBI CJIS Security Audits.
- Leads and participates in the installation of systems hardware, software, and related components.
- Coordinates the installation of vendors' systems in the CJIS environment.
- Responsible for learning vendors' software and systems in enough detail to facilitate troubleshooting and tracing issues to a specific application in the system.
- Responsible for documenting system architecture and all of its components.
- Participates in the development and execution of system and integration test plans with other agencies or vendors.
- Assists in the creation and maintenance of the Release Strategy and Plan.
- Participates in the creation and maintenance of the Backout and Recovery Testing.
- Responsible for the coordination of system defect remediation.
- Responsible for creating and maintaining all Performance test cases and scenarios.
- Responsible for contributing Performance test metrics to the Test Summary Report.
- Responsible for ensuring that system performance and availability metrics are measured and met.
- Responsible for creating Request for Service Tickets when service area support is needed for systems or infrastructure support.
- Responsible for responding to and resolving Level 2, CJIS Help Desk Tickets.
- Assist in providing systems technology consultation to the agencies and vendors' technology teams.
- Responsible for contributing to disaster recovering planning.

Highly Desired Skills

The individual who fills this position should have solid application design and development skills and the ability to support all aspects of the OBTS and CIDRIS environment.

- Bachelor's of Science degree in Computer Science or an equivalent degree
- Five (5) years experience as a System Administrator of which three (3) years are related to criminal justice agency systems.
- Familiarity with Change Control Review Board procedures.
- Expertise in Red Hat Linux, IBM Websphere MQ, Jboss, Java messaging, Oracle 11g Databases
- Application DBA expertise in Oracle 11g RDBMS

Knowledge, Skills and Abilities:

Considerable knowledge of principles and techniques of systems analysis, design, development, and computer programming; considerable knowledge of principles of information systems; considerable knowledge of principles and theories of business and planning functions; considerable knowledge of programming languages; considerable knowledge of project management principles and techniques; considerable knowledge of principles, problems and techniques of data processing and data communication operations; considerable knowledge of data processing and data communications equipment and diagnostic tools; considerable knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; considerable knowledge of principles of complex computer operating systems; knowledge of principles and techniques of business information systems re-engineering; knowledge of network protocols and architecture; knowledge of practices and issues of systems security and disaster recovery; knowledge of applications systems development principles and techniques; knowledge of principles and practices of data base management; considerable interpersonal skills; considerable oral and written communication skills; considerable problem solving skills; considerable technical problem solving skills; considerable analytical skills; considerable ability to prepare correspondence, manuals, reports and documentation; considerable ability to analyze and resolve operational and communications problems; considerable ability to analyze and debug complex software programs; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

General Experience: Seven (7) years of experience in information technology (IT) operations, programming, systems/software development or another IT related field.

Special Experience: One (1) year of the General Experience must have been at the full professional working level with responsibility for performing a full range of complex technical support functions in one of the following areas: (1) Assisting in the design, implementation and management of a major communications network; (2) Providing technical and administrative support for a wide area network (WAN) or mini-computer system; (3) Assisting in the installation and maintenance of major sub-systems or installing and maintaining other host and/or network software; (4) Participating in the design and development of system applications; (5) Serving as a project coordinator responsible for coordinating the design, development, programming and implementation of moderately complex information systems projects. **NOTE:** For state employees this is interpreted at the level of Information Technology Analyst 2.

Substitution Allowed: College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General Experience.

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 a cover letter, a resume, and an Application for Employment to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
101 EAST RIVER DRIVE
EAST HARTFORD, CT 06108
Fax# (860 622-2617)
lorraine.vittner@ct.gov**

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.