

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Information Technology Analyst 3
APPLICATION SERVICES DIVISION

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

Open To: Candidates on a current examination list.

Location: 101 East River Drive, East Hartford, CT

Job Posting No. 3976

Hours: 35 Hour Work Week

Salary: \$72,022 (EU30)

Closing Date: October 23, 2012

Eligibility Requirement: Candidates must have applied for and passed the Information Technology ITA3 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 ITA3 position assigned to the Bureau of Enterprise Systems and Technology/Application Services Division in East Hartford.

Assignment responsibilities:

- Assist State Agencies with evaluating IT needs
- Assist State Agencies with evaluating software packages
- System Development using MS Visual Studio
- Write program specifications and systems specifications; design forms, screens and reports
- Create and review documentation (architecture diagrams using Microsoft Visio, simple Excel spreadsheets, Standard Operating Procedures (SOP)) for use by DAS/BEST service units
- Develop and document business requirements and program specifications using a System Development Methodology
- Provide advanced level database support and troubleshooting
- Develop conceptual, logical and physical data models and entity relationship diagramming techniques; designing for and working with data loads, data mappings, data conversion, data validation and performance monitoring and tuning
- Under general supervision, works closely with technical support and programming teams on projects to develop data models
- Work with Application Hosting Group to move code/project between Development, Staging, and Production environments
- Create and configure Web, Application, and Database Servers
- Ongoing support of existing State Agency Applications written in DOS-based and Dot Net-based languages
- Use enterprise Change Management tool to process work intake requests (Request For Service (RFS), Incident, Problem, and Change ticketing processes) and document findings, incident resolution and notification. For Changes, document deployment steps, fall back procedures and coordinate with internal DAS/BEST service units (networking, storage, help desk, etc). Familiarity with the ITIL framework is a plus
- Provide effective, clear communication (oral and written) to management, technical staff and non-technical Agency partners and vendors.

Preferred skills:

- Dot Net development using Visual Studio
- SQL Server experience
- Experience with MS Visual SourceSafe or Team Foundation Server
- Written or worked with Java
- MS Office development using VBA
- Experience with project modification and migration of MS Access projects into a Dot Net environment
- Proficiency with using MS Excel and MS Access
- Ability to work in a team environment, manage multiple projects, and have effective time management skills
- Familiar with project management practices and ability to lead projects and project meetings.

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.

Substitutions Allowed:

1. 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 equalling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. 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
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.