

DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Supervisor (EU 32)

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

Open To: The Public
Location: Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109
Hours: 8:30 a.m. to 4:00 p.m. (35 hours weekly)
Salary: \$77,916 approximate annual salary and full benefits package*
Closing Date: March 11, 2011

Eligibility Requirement: **Candidates must have applied for and passed the Information Technology Supervisor 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.**

EXAMPLES OF DUTIES: Under the general direction of IT management, oversees responsibilities of Integrated Client Server Development Team. Supervises and leads a staff of approximately 6 -7 development analysts and specialists; May be required to supervise Vendor staff as well. Directs and coordinates activities of project personnel to ensure project progress is on schedule. Keeps management, customers, and others informed of project status and related issues; Participates in functional and technical walkthroughs. Ensures that programs worked by team members follow Agency programming guidelines, standards and requirements; Monitors project results against functional and technical specifications; Participates in Program Code Reviews; Reviews approved projects and assign to the technical team. Provides all aspects of team leadership including performance coaching, interviewing, hiring, scheduling, team building, evaluations, performance appraisals, and other like duties as assigned; Works with development team identify, troubleshoot, analyze and resolve operations problems and errors; Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. Identifies staff development and training needs and ensures that training is obtained. Reviews and analyzes customer needs and makes recommendations regarding application enhancements. Responds to user requests for assistance; Mentors and assists users, as needed, in the effective use of systems, project management tools and development methodologies; Develops standards for appropriate system and project documentation and ensures compliance with IT policies and procedures. Maintains records, prepares reports, and composes correspondence relative to the work; Assists in the preparation of the IT annual budget; Participates in IT's annual goals, directions, and strategic planning initiatives; Provides and maintains inter-system communication and information links; Prepares and presents reports concerning operational policies and procedures; Attends various meetings including user groups, staff, etc. Defines, develops and baselines metrics; performs related duties as required.

Preferred Skills and Ability: The ideal candidate must possess excellent customer relationship management skills and very strong planning and change management competencies. Expert knowledge of Project Management Disciplines and System Development Methodologies; Demonstrated ability in setting and meeting performance targets for speed, efficiency and quality are desired. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations; Demonstrated ability to define problems, collect data, establish facts and draw valid conclusions; Ability to interpret an extensive variety of business requirements and technical instructions in mathematical or diagram form and deal with several variables.

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

*Applicants who are not currently a state employee must start at the minimum salary.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume and an Application for Examination or Employment (CT-HR-12). In addition, if you are a non-agency applicant you will need to complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). Current state employees are required to submit their last two service ratings. The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://das.ct.gov/employment>. On the job application (CT-HR-12) please reference Job Posting No. 278. Application packages will **not** be considered without these documents. Submit **via mail** to:

Department of Labor
Human Resources Office/Maria LaRosa
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699

**Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. 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.