

DEPARTMENT OF LABOR  
EMPLOYMENT OPPORTUNITY  
INFORMATION TECHNOLOGY SUPERVISOR (EU 32)  
MAINFRAME – LEGACY SUPPORT UNIT

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

**Open To:** Candidates on a current exam list  
**Location:** Central Office, 200 Folly Brook Blvd., Wethersfield, CT 06109  
**Job Posting No:** 470 (REPOST)  
**Hours:** 8:30 a.m. to 4:00 p.m. (35 hours per week)  
**Salary:** \$77,916 approximate annual salary and full benefits package  
**Closing Date:** August 10, 2012

**Eligibility Requirement:** To be eligible for appointment, you must be on the current IT Supervisor certification list promulgated by the Department of Administrative Services. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. Employees currently holding this title or those who have previously attained permanent status may apply for lateral transfer.

**Examples of Duties:** Under the general direction of the IT Manager, oversees programming activities for the Mainframe Legacy Support Unit. Supervises and leads a staff of approximately 8 IT professionals; 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 to 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 provides input on curriculum development to management. 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;

**Preferred Skills and Ability:** The ideal candidate should possess excellent customer relationship management skills and very strong planning and change management competencies. General 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.

**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. 470 on the application. Applications will not be considered without all of the required documents. 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 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.

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](http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf)