

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
INFORMATION TECHNOLOGY ANALYST 1
ADMINISTRATIVE SUPPORT SERVICES DIVISION

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

Open To: Candidates on current exam list
Location: CT VALLEY HOSPITAL-Fiscal and Plant Operations – Information Technology
Job Posting No: CV87018
Hours: 1st shift: Monday – Friday, 8:30 a.m. to 4:00 p.m. (35 hours per week)
Salary: \$53,926.00 annually
Closing Date: October 24, 2012

Eligibility Requirement: Candidates must have applied for and passed the Information Technology Analyst 1 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.**

Duties include: Performing desktop and network services support for the users; **Desktop Services:** Rebuilds PCs and reconfigures to accommodate user specific settings and creates universal images to be used DMHAS wide. Must diagnose and resolves PC hardware and software problems using Microsoft diagnostic tools. Provides support to user community to resolve desktop connectivity issues; will work on a helpdesk providing assistance to users with passwords, access and instruction. Use tools to remotely connect to users that call our helpdesk from a remote facility. Provide moderately complex service support for desktops. Configures and installs terminal emulation software for host connection to mainframe applications. **Network Services:** Assist in implementation of network components, system hardware and software upgrades; Concept of network design and development, and assist with diagnosing and resolving simple network issues; must have considerable technical problem solving skills and considerable logic and analytical skills. Can setup AV equipment and diagnose issues with electronic equipment. Initiates required repairs or replacements and works with vendors when necessary. Installs new software or updates existing software releases of simple to moderate complexity. Coordinates installations, modifies and maintains PC hardware and software; provide customer service to users; provides related duties as required.

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

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

- **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
- **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
Deb Robinson, Human Resource Associate
Connecticut Valley Hospital, P. O. Box 351, Middletown, CT 06457
Fax: (860) 262-5055 Phone: (860) 262-5819
Email: Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. **P-4**