

**Department of Revenue Services**  
**Job Opportunity**  
**Information Technology Analyst 1**  
(Click to view official job specification)

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

**Open To:** Open to candidates on a current examination list

**Location:** 450 Columbus Boulevard, Hartford, CT

**Hours:** First Shift (Full-Time/40 hours per week)

**Salary:** \$67,347.00 starting annual salary (\*plus fringe benefits)

**Posting Number:** 1435 (Please include this number on the application)

**Closing Date:** January 20, 2017

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The **Department of Revenue Services** is seeking qualified candidates to fill an Information Technology Analyst 1 position.

**Eligibility Requirement:**

Candidates must have applied for and passed an 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.**

**Responsibilities:**

This position will assist in the support of Physical and Virtual server technology to process tax data and revenue streams; day-to-day service operations of Active Directory, NETOPS utilities such as SCCM/SCOM, system monitoring and diagnostics; build and maintain virtual host servers; create and maintain virtual machines; create and maintain test systems as needed; set up monitoring and alerting tools for virtual and physical servers; provide support to customers experiencing problems with hardware, operating systems and related utilities in servers; make necessary domain changes such as DNS changes, creation of group policies, configures and installs application packages; coordinates and/or performs installation and configures operating systems, new software releases, system upgrades and patches in support of hardware products; coordinates backups and file management with operations staff; proactively tune operating systems and system components to avoid performance problems, Implement Vulnerability mitigation as needed/instructed by security team, develop system and network documentation, develop and test backup and recovery procedures for disaster recovery and contingency plan.

**Preferred Experience/Skills:**

- Ability to build, repair and maintain Intel based servers
- Install, configure, maintain and repair the following operating systems:
  - Windows Server 2008 (Physical and Virtual)
  - Windows Server 2012 (Physical and Virtual)
  - Windows HyperV
  - VMware
- Understand the function of and concepts of the following core Directory Services objects:
  - DNS
  - DHCP
  - SMTP
  - Authentication (logon scripting)
  - Group Policy
  - Script Logic
- Ability to configure and use Microsoft server management tools SCCM, VMM and HyperV Manager
- Understand the concepts of systems management and monitoring systems on an enterprise level
- Understand core networking concepts, IP Numbers, VLANs and ACLs
- Ability to troubleshoot Server software and related issues
- Ability to troubleshoot Server hardware and related issues
- Understand the concepts of Patching servers at the software and firmware level
- Excellent verbal and written communication skills
- Ability to work independently

**We offer an excellent benefit package that includes:**

- \* **Medical and Dental insurance \* 12 paid holidays \* Vacation days (upon completion of 6 months of continuous service) \* Sick days \* Personal leave days (upon permanent appointment) \* Defined Contribution Retirement Plan \* PLUS**
- \* **Convenient downtown Hartford location \* Free Parking \* 40 Hour work week \* Supplemental Benefits Program \* Group Life Insurance**
- \* **Credit Union \* Direct Deposit \* Employee Assistance Program \* In-Service Training \***

**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 must submit a cover letter, a resume, and a completed state **Application for Employment** (CT-HR-12) form, **clearly indicating the posting number**, to the address listed below.

**Department of Revenue Services**  
**Human Resources, 11<sup>th</sup> Floor**  
**450 Columbus Boulevard, Suite 1**  
**Hartford, CT 06103**  
**Attention: Shabina Bhura**  
**For questions, please call (860) 297-5700**

***The Department of Revenue Services is 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.