

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
OFFICE OF THE EXECUTIVE ADMINISTRATOR  
JOB OPPORTUNITY**

**INFORMATION TECHNOLOGY ANALYST 3 (JOB CLASS 7605) PCN 83332**

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

**Open To:** Candidates on the current exam list  
**Location:** 18-20 Trinity St., Hartford, CT  
**Hours:** 35 per week Full Time  
**Salary:** EU-30 \$2,927.55 – \$3,761.00 bi-weekly (new hires to State service start at \$2,927.55)  
**Closing Date:** September 5, 2014--must be received no later than 5 pm

**Eligibility Requirement Information Technology Analyst 3:**

Candidates must be on the current certification list promulgated by the Department of Administrative Services (DAS) for the classification of Information Technology Analyst 3. State employees currently holding that title or those who have previously attained permanent status may apply for lateral transfer.

**Minimum Qualifications Required Knowledge, Skill and Ability:**

Considerable knowledge of IT infrastructure, principles and techniques of systems analysis, design, development, and computer programming; considerable knowledge of principles of information systems; considerable knowledge of project management principles and techniques; 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 identify, analyze and resolve complex business and technical problems; some supervisory ability.

**General and Special Experience:** Refer to DAS Class Specification for class code 7605 IT Analyst3.

Experience working with Dell® Appassure and server-virtualization software (such as Hyper-V or VMware) is preferred.

**Example of Duties:**

**All Functional Areas:** Diagnoses host system problems and develops and coordinates resolutions; manages planning, analysis, design, selection, installation and implementation of new technologies; evaluates and tests new hardware and/or software; makes recommendations for hardware and/or software purchases; acts as liaison to hardware and/or software vendors, system developers, programmers and management; develops and implements network and system security guidelines; makes recommendations for migration and upgrade directions; trains operators, systems developers and users on new procedures; conducts system performance analysis, tuning or storage management; conducts technical training programs for IT staff; acts as project coordinator overseeing other technical staff and support personnel; plans, coordinates and directs multiple projects of assigned staff; reviews work of assigned personnel; calculates project time and cost estimates; prepares necessary procedural specifications to meet design requirements; arranges necessary hardware and software availability; oversees hardware and software vendors; manages project budgets and schedules; assists in development of information technology policies, procedures and standards; participates in Request for Proposal (RFP) process; implements disaster recovery plans, assists in determining critical applications and personnel, or ensures offsite backups; defines data flow; performs related duties as required.

**Systems Programming:** Configures and installs host-based application packages; maintains host operating systems; installs and upgrades host and/or Front End Processor (FEP) operating system software; performs other related.

**Software Development:** Develops and maintains web-design applications; analyzes upgrades for complex applications to determine functionality and necessary software customization; writes program specifications and systems specifications; designs forms, screens and reports.

**Database Administration:** Provides advanced level database support and troubleshooting; designs, installs, tunes and maintains integrity of major host-based database; leads integration efforts, transitioning applications to new technology, such as VOIP.

**Network Support:** Designs and implements complex communications networks; diagnoses and resolves problems using network management systems and utilities.

**IT Security:** Develops, tests and maintains agency disaster recovery plans designed to restore IT system operability; develops process and procedures in support of IT Business Continuity Planning; conducts platform recoverability assessments and Business Impact Analysis (BIA) to determine and assess the impacts associated with disruptions to business functions; conduct risk analysis of IT environments by assessing administrative, technical and physical safeguards; performs IT investigations to include maintaining chain of custody procedures; performs forensics and documents detailed reports of findings.

**Application Instructions:**

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department  
18-20 Trinity St. 5th Floor, Hartford, CT 06106

**Preferred method of submission:** by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov Refer to PCN 83332.

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

**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.