



JOB POSTING

**Connecticut Mental Health Center
Information Technology Analyst I – CM 26567**

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 34 Park Street, New Haven, CT 06519
Program/Unit: Information Technology Department
Shift/Schedule/Hours: 1st Shift / Monday - Friday: 8:30 AM – 4:00 PM **Salary:** \$53,926.00 Annually
Posting Date: **May 16, 2013** **Closing Date:** **May 22, 2013**

Duties may include but not limited to: As a member of the Information Technology Department at CMHC, staffs the Help Desk and responds to calls, email and personnel requests for technical support from all sites. Tracks status of all problems and monitors open problems. Resolves simple to moderate problems by providing support on hardware and software products. Acts as liaison between other technical staff, users and vendors regarding Help Desk and service requests. Monitors personal computer (PC) performance. Diagnoses and resolves PC and simple software problems. Installs new software releases of simple to moderate complexity. Provides first level support for network connectivity, or related network issues for user community; assists with diagnoses and resolution of simple network problems. Assists in the deployment of PC equipment to staff. Performs related duties as required.

Special Requirements: Incumbent must possess and retain a current motor vehicle operator's license. Travel required.

Eligibility: This is a competitive position. Candidates must have applied for and passed the EXAM TITLE 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.**

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

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:

1. **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
2. **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).
3. **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:

DMHAS – Connecticut Mental Health Center
Robert Paolitto, Human Resource Specialist, Fax : (203) 974-7637
34 Park Street, New Haven, CT 06519
Email : Robert.Paolitto@po.state.ct.us

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. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (P-4)