



EXAMINATION OPEN TO THE PUBLIC
INFORMATION TECHNOLOGY SUBJECT MATTER EXPERT

ANNUAL \$77,916
SALARY: \$99,697

SALARY
GROUP: EU 32

APPLICATION CLOSING
DATE: FEBRUARY 28, 2012

EXAM
NO: 120350OCDJ

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In a state agency supporting a highly complex Information Technology (IT) environment this class is accountable for functioning as a Subject Matter Expert in one of the following functional IT areas: networking, security, systems development, systems programming or database administration. This class also provides technical leadership and consultation in the areas of architecture, application design, systems programming, system integration, and/or database management OR the analysis, development and operational support of highly complex technologies affecting multiple infrastructure areas.

GUIDELINES FOR CLASS USE: (1) Incumbents in this class serve as an agency Subject Matter Expert and/or lead multiple project teams involved with infrastructure design, system architecture and integration activities, and database design and participates in highly complex projects that require in-depth knowledge of a technical environment and discipline such as platform architecture, enterprise systems, application design, data management, middleware, network and/or security. (2) Use of this class is restricted to agencies that support and develop highly complex information technology systems defined as an environment minimally consisting of multiple platforms including multiple LANs and multiple agency locations/offices.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **FEBRUARY 28, 2012**:

GENERAL EXPERIENCE: Nine years of experience in infrastructure systems support, programming, database administration, systems/software development, networking or technical support.

SPECIAL EXPERIENCE: Two years of the General Experience must have been performing advanced technical level duties or as a working supervisor in one of the following areas: (1) Designing, configuring and implementing complex networks; (2) Configuring, installing and upgrading host based applications packages and host and/or operating system software; (3) System software/application development. [Note: For state employees this is interpreted at the level of Information Technology Analyst 3.]

SUBSTITUTIONS ALLOWED: (1) College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in management information systems, computer science or electrical engineering may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of current methods of information systems analysis, design and development; considerable knowledge of principles, practices and techniques of information technology; considerable knowledge of applications systems development principles, techniques and development; considerable knowledge of principles and techniques of computer programming and languages; considerable knowledge of principles and theories of business planning functions; considerable knowledge of project management principles and techniques; considerable knowledge of principles and techniques of systems analysis and design; considerable knowledge of computer operating systems and databases; considerable knowledge of business re-engineering process; considerable knowledge of principles of data modeling and related tools; considerable knowledge of distributed systems architecture, network, middleware and object oriented analysis; considerable interpersonal skills; considerable oral and written communication skills; considerable analytical and problem solving skills; considerable ability to develop and implement system security and disaster recovery plans; considerable ability to identify, analyze and resolve highly complex business and technical problems; considerable ability to conduct highly complex detailed analysis and design of major computer systems and networks; considerable ability to develop reports, manuals and documentation.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Examination Material (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Information Technology Subject Matter Expert, include a 1-3 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Information Technology Subject Matter Expert cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience Performing Highly Complex IT Tasks.** Describe your experience providing complex and technical IT support work in the following functional areas: Systems Programming, Software Development, Database Administration, Network Support, IT Security. Indicate which of the above areas you have worked in and outline the activities/tasks for which you were responsible in each area you list. For one or more of the above areas, describe the most complex analysis, implementation and/or support tasks/activities for which you were responsible. Describe the nature of the most complex IT projects or problems you handled and detail the actions you personally took to resolve them. Include a description of the size, scope, technical complexity and impact of the functional area. Detail your experience in architecture design as it relates to the functional area. Detail your experience using different examples of IT technology within a functional area (multiple programming languages, multiple operating systems, multiple network hardware and/or software, multiple database systems, etc.). Detail your experience with technologies affecting multiple infrastructures or systems. Clearly identify the activities you performed yourself and differentiate these from activities performed by vendors or staff that you directed. **(2) Experience Providing IT Leadership And Technical Consultation.** Describe your experience recommending and/or implementing infrastructure/configuration or software/system changes in the following functional areas: Systems Programming, Software Development, Database Administration, Network Support, IT Security. For one or more of the above areas, where you have had the most significant experience/impact, describe your role in troubleshooting and identifying deficiencies in existing infrastructures or systems and recommending changes and/or new technologies to improve/optimize system performance and integrity. Include a description of the size, scope, technical complexity and impact of the functional area. Detail your experience in architecture design as it relates to the functional area. Detail your experience in the integration of complex technologies affecting multiple infrastructures or systems. Clearly identify the activities you performed yourself and differentiate these from activities performed by vendors or staff that you directed. Detail the nature of research/analysis activities you performed, including participation in business planning/re-engineering activities, and the basis for your recommendations. Describe the outcomes of these research activities/projects and your role in implementing your recommendations. **(3) Project/Team Leader Experience.** Detail your experience serving as a project leader or team leader in the following functional areas: Systems Programming, Software Development, Database Administration, Network Support, IT Security. Indicate in which of the above areas you lead a project/team, and the number and job titles of any IT staff for whom you were responsible. Describe the nature and purpose of the project/team and your exact lead responsibilities. For one or more of the above areas, where you have had the most significant project/team leader experience, describe your role in the following activities: determining priorities and planning work, scheduling, assigning and overseeing work; conducting performance evaluations. **(4) Oral And Written Communications Experience.** Describe your experience making presentations, chairing or serving on committees/taskforces and/or coordinating workshops, seminars or other activities regarding IT issues. Be specific as to the extent, purpose and outcomes of such activities. Describe any written materials you have prepared, including correspondence, narrative reports, and written analyses and include the audience for whom they were prepared and their purpose. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by February 28, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by April 10, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for.

NOTE: Applicants who applied for and passed the recent examination for Information Technology Subject Matter Expert (#110310OCDJ) do not need to reapply. The list from examination #110310OCDJ and examination #123050OCDJ will be consolidated.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

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.