

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
INFORMATION TECHNOLOGY ANALYST 3  
BUREAU OF INFORMATION TECHNOLOGY**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS ON THE LAST PAGE](#)**

**Open To:** Public (See Eligibility Requirements)  
**Location:** 165 Capitol Avenue, Hartford, CT 06106  
**Hours:** 8:00 a.m. – 4:00 p.m.  
**Salary:** \$72,022 – \$92,526  
**Closing Date:** March 8, 2011

**ELIGIBILITY REQUIREMENTS:**

**Candidates must have already applied for and passed the Information Technology Analyst 3 exam. Your name must appear on the current exam list which was promulgated from a previously administered exam. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

In order to be considered for this vacancy, your name must appear on the current certification list promulgated by the Department of Administrative Services. If you have not taken and received a passing score for this classification prior to applying for this vacancy, your application will not be considered.

**EXAMPLE OF DUTIES:**

The State Department of Education is recruiting for an Information Technology Analyst 3 position to work in the Regional School Choice Office (RSCO)/Sheff Office. The RSCO/Sheff Office is responsible for the successful implementation of the Common Application and Lottery for school choice programs in the Greater Hartford region. The lottery is expected to generate over 15,000 applications. The systems developed and data generated by this office are utilized by the State in meeting the court requirements of the Phase II Stipulation and Order under Sheff v. O'Neill. The successful candidate will be able to work independently on all aspects of a technical project. The candidate shall have a proven track record of successfully following a project lifecycle methodology. The candidate will be technically proficient in all aspects of a project from beginning to end. This includes but is not limited to database architecture, hands-on programming, sound testing practices and application deployment.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of principles and techniques of systems analysis, design, development, and computer programming; considerable knowledge of principles of information systems; 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 with the ability to interact with school-based and department staff to solve and troubleshoot implementation and operational problems; 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 analyze and debug complex software programs; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

The ideal candidate will have experience in developing and maintaining a computerized lottery system that assigns students to school or in lieu thereof, experience in a related area. The ideal candidate will possess the ability to work under tight timelines, especially during the lottery assignment period and other peak times. The preferred candidate will also have experience in the following areas:

- Microsoft Visual Studio
- VB.Net or C#
- ADO.Net
- Web interface design
- SQL Server administration and programming
- SQL Reporting Services

**NOTE:**

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

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position.

1. Cover letter
2. A fully completed and signed Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Current State employees: a copy of your last two performance appraisals.
4. Three (3) current **letters** of professional reference.

**Send application packet to:**

**State Department of Education  
Bureau of Human Resources  
165 Capitol Avenue  
Hartford, CT 06106  
ATTN: Kim Barberi  
TEL: (860) 713-6691**

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to Levy Gillespie, Equal Employment Opportunity Director in the Affirmative Action Office, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071.”

**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.