

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Information Technology Analyst 3

ADMINISTRATION- Information Technology (Facility Licensing & Investigations)

POSTING DATE: January 9, 2015

CLOSING DATE: January 16, 2015*

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

OPEN TO: Candidates on a current certification list

POSITION CONTROL NUMBER: 079609PD NOTE: THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift / 35 hours per week

SALARY GROUP/RANGE: EU 30/\$76,409* - \$98,162 (*NEW State Employees)

NOTE: Candidates must have applied for and passed the **Information Technology Analyst 3** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.

Preferred Skills:

- Experience with the Aspen / Medicare processing system and management the ASAP System through which all Medicare claims are transmitted to CMS from medical facilities in the state. Demonstrated ability to assist facilities with submission problems.
- Considerable knowledge of remote and roaming network connections and system architecture to support the Facilities Licensing Inspection Section nurses when performing their quality surveys of nursing homes, home health agencies, hospitals, renal, ICF/MR and life safety inspections.
- Database expertise and communications skills to become the DPH Official Technical Point of Contact (POC) on record for the agency with CMS and their contractors: Verizon, IFMC, Aspen Technologies, and each of the other 49 states.
- Ability to provide effective public presentations and communications to facilities and software vendors.
- Ability to travel independently to facility site within CT and travel to annual software update conferences at varying locations throughout the US via air for up to one week per year.
- Experience creating database queries and reports to extract scheduled and ad-hoc queries that are representative of the CT Medicare use.
- Demonstrated ability to triage and coordinate both hardware and Application support and troubleshooting for CMS ASPEN, ACO, ACTS, CLIA and the hardware components that support it.
- Experience providing real-time ongoing support for standard office products including Microsoft Office Suite, Windows OS, Internet explorer and FTP software both connected to a wired network and through wireless technologies.
- Experience coordinating computer hardware purchases and maintaining inventory management.

EXPERIENCE AND TRAINING

General Experience: Seven (7) years of experience in information technology (IT) operations, programming, systems/software development or another IT related field.

Special Experience: One (1) year of the General Experience must have been at the full professional working level with responsibility for performing a full range of complex technical support functions in one of the following areas:

1. Assisting in the design, implementation and management of a major communications network.
2. Providing technical and administrative support for a wide area network (WAN) or mini-computer system.
3. Assisting in the installation and maintenance of major sub-systems or installing and maintaining other host and/or network software.
4. Participating in the design and development of system applications.
5. Serving as a project coordinator responsible for coordinating the design, development, programming and implementation of moderately complex information systems projects.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 2.

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 (15) semester hours equaling six (6) months of experience to a maximum of four (4) 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 (1) additional year of the General Experience.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.