

OFFICE OF THE STATE COMPTROLLER  
ANTICIPATED JOB OPPORTUNITY  
INFORMATION TECHNOLOGY ANALYST TRAINEE  
(Target Class: Information Technology Analyst 1)  
INFORMATION TECHNOLOGY DIVISION

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

Open To: The Public  
Location: Information Technology Division, 55 Farmington Ave Hartford, CT  
Job Posting No: #4120  
Hours: Full-Time (35 Hrs. /week)  
Salary: Starting: \$44,611. (EU 18-1)  
Closing Date: **August 20, 2014** - Must be received in the office by close of business (5:00 p.m.)

**The Office of the State Comptroller** – Information Technology Division is currently seeking qualified candidates to under-fill an Information Technology Analyst 1 positions as an Information Technology Trainees. The selected candidate will receive on the job training in PeopleSoft administration.

**Example of Duties:** Assist with installation, setup and configuration of PeopleSoft software components; "assist and provide support for object compares and code migrations with installation, setup and configuration of PeopleSoft software components; utilize underlying PeopleSoft software development and supporting tools to assist with diagnosis and resolution of simple technical support problems; resolve Core-CT PeopleSoft related Help Desk tickets; maintain and enhance scripts to meet the needs of the business and supporting infrastructure components; maintain system documentation and procedures; participate in system disaster recovery testing; performs other related duties as required

**.PREFERRED EXPERIENCE AND SKILLS:**

**Candidate must have:**

- General Information Technology and Computer Systems knowledge
- General problem solving and analytical skills
- Good interpersonal, organizational and verbal/written communication skills
- Eagerness to learn in a fast paced environment

**Preferred Candidate will have some of the following knowledge or skills:**

- General understanding of ERP integrated business management systems, business processes and concepts
- Database Platforms and technologies
- Database Administration concepts relative to Oracle, Microsoft or SQL Server
- Understanding of Windows and/or Linux file systems
- Understanding of SQL and database connectivity
- JavaScript, Shell, Perl or similar scripting languages
- TCP/IP Network basics

**Experience and Training:**

General Experience: A Bachelor's Degree in Management Information systems, computer science or information technology relates area.

**Please Note:** Appointment to position in the class shall be for a period not to exceed twenty four (24) months.

**Note:** The filling of the position will be in accordance with reemployment, SEBAC, transfer, promotion and merit Employee Rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, a completed signed State Application Form (Form CT-HR-12–available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) and proof of Bachelor's Degree (Please indicate the job posting number on the application form). No later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate  
Office of the State Comptroller/Human Resources Officer  
55 Elm Street, 2<sup>nd</sup> Floor, Room 208  
Hartford, CT 06106  
Fax: 860-702-3324  
OSC.HR@ct.gov**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**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.