

**DEPARTMENT OF EDUCATION  
REANNOUNCED WITH A NEW CLOSING DATE  
JOB OPPORTUNITY  
(DURATIONAL)  
INFORMATION TECHNOLOGY ANALYST 2  
BUREAU OF INFORMATION TECHNOLOGY**

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

**Open To:** Candidates on a current Information Technology 2 examination list

**Location:** 165 Capitol Avenue, Hartford, CT 06106

**Hours:** 8:00 a.m. – 4:00 p.m.

**Salary:** \$68,584 – 86,919

**Closing Date:** October 12, 2012

**Job Posting #:** 102336

The Connecticut State Department of Education is recruiting for an Information Technology Analyst 2. This durational position will expire on or about March 31, 2015.

**ELIGIBILITY REQUIREMENT:**

Candidates must have applied for and passed the Information Technology Analyst 2 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.**

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of IT equipment and diagnostic tools; considerable knowledge of principles and techniques of systems analysis, design, development and 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 capabilities of computer technology; knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; knowledge of principles and techniques of software generation and programming; knowledge of practices and issues of systems' security and disaster recovery; knowledge of computer operating systems; knowledge of project management principles and techniques; knowledge of principles and techniques of business information systems re-engineering; considerable technical problem solving skills; considerable logic and analytical skills; considerable oral and written communication skills; considerable problem solving skills; interpersonal skills; project coordination skills; considerable ability to analyze, troubleshoot and resolve data communications problems; considerable ability to write, test and debug computer programs; considerable ability to use programming development tools; considerable ability to prepare manuals, reports, documentation and other written

materials; considerable ability to identify, analyze and resolve complex business and technical problems; ability to analyze and debug complex software programs.

**EXAMPLE OF DUTIES:**

Responsible for all phases of systems development life cycle (SDLC) including the technical consultation on moderately complex issues regarding the usage of the infrastructure and the integration of applications; works with the project team to define and design scope for each project; plans, coordinates and schedules assigned projects; coordinates resources for project; ensures timely completion of all phases of project; evaluates and recommends vendors as necessary; recommends and creates action plans for system development and/or integration; responsible for standards, maintenance, access and security framework; writes utilities/reports using SQL Reporting Services for system management and auditing; analyzes assigned specifications, prepares source code, tests and implements software solution using VB.Net or C#; debugs and/or corrects errors; maintains integrity of software; maintains and enhances existing programs; writes utilities for reporting and auditing; defines and constructs SQL Server databases including the creation of tables and relationships and data stores to support transactional operations; configures database parameters, and prototypes designs; provides basic database support and troubleshooting; arranges for necessary software availability for assigned projects; may be responsible for design, development and implementation of new system interfaces for applications in Internet based environments; acts as liaison to the department's other state agencies, IT analysts, developers, trainees and user community; evaluates and recommends new software products; participates in Request for Proposal (RFP) process; assists in estimating cost for budget; identifies and implements opportunities for cost savings; assists department staff and school district users in use of internally developed software applications; trains IT staff and users on new procedures; participates in the evaluation of new, related technologies; develops and maintains user and system documentation and manuals; prepares time and cost estimates and initiates purchase requests for multiple projects as required; using system test and tuning utilities, conducts system testing, performance analysis and tuning; performs related duties as required.

**GENERAL EXPERIENCE:**

Six (6) years of experience in information technology (IT) operations, programming, systems/software development or another IT related support area.

**SPECIAL EXPERIENCE:**

One (1) year of the General Experience must have been performing professional information technology work in one of the following areas:

1. Installation and support of microcomputer hardware, software and operating systems.
2. Analysis, design and development of information systems.
3. Network hardware and software installation and support.
4. Network hardware and/or software problem diagnosis and resolution.

**NOTE:** For state employees this is interpreted at the level of Information Technology Analyst 1.

**SUBSTITUTION 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.

## Preferred Experience:

The preferred candidate is 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. The preferred candidate has experience in the following areas:

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

## NOTE:

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

## APPLICATION PROCEDURE:

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. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three pertinent professional letters of recommendation
4. State Employees: Please include a copy of your last two consecutive service ratings.

### **Send applications to:**

Department of Education  
165 Capitol Avenue  
Hartford, CT 06106  
Attn: Martin Rose  
Telephone: (860) 713-6606  
E-Mail: [martin.rose@ct.gov](mailto:martin.rose@ct.gov)

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101. [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).”