

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**INFORMATION TECHNOLOGY ANALYST 3
(Information Systems Division) - Position #105590**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Candidates on a current examination list or Lateral Transfers**
Location: Hartford, CT
Hours: 40
Salary: \$84,780 - \$108,917 (Annually as of 8/26/13)
Closing Date: August 27, 2013

Eligibility: **Candidates must have passed the Information Technology Analyst 3 examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Information Technology Analyst 3, or have attained permanent status in the class since their most recent hire date.**

Position Description: The Department of Children & Families is recruiting for an Information Technology Analyst III within the Information Systems Division of Central Office. As a member of the IT Operations team, the position will report directly to the agency IS Director in the working capacity of an IT Security Officer. Responsibilities include, but are not limited to:

- Directing the planning and implementation of agency IT systems, business process and operations against security breaches, threats and vulnerability issues,
- auditing all new and existing systems,
- administration of agency security policies, activities and standards,
- ensuring compliance with all State-wide IT security policies, requirements and standards in cooperation with the Bureau of Enterprise Systems and Technology (BEST),
- maintaining systems to protect data from unauthorized users or unapproved access rights;
- developing, administering and monitoring security measures to protect the agency IT networks and all electronically stored information;
- ensuring proper security procedures are in place to safeguard electronic data and the agency infrastructure;
- researching and implementing security trends and industry best practices;
- developing and writing all official agency IT security policies, procedures and principles;
- performing day-to-day security operations to identify, investigate and resolve security related issues;
- collecting, compiling and analyzing suspect security vulnerabilities found during local and remote software or hardware security assessments;
- preparing statistical reports showing any agency security gaps, trends and remediation;
- conducting periodic reviews of all user accounts on all systems;
- working with the operations technical staff to track and report on security patch management, account creation, account termination and appropriate access levels and permissions; and
- working with the development technical staff to ensure proper system/user accounts for application access is clearly defined, tracked and monitored.

Knowledge, Skill & 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; 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.

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.

Preference: Preference will be given to applicants with 3-4+ years working experience in the IT Security field.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) supervisory references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #105590:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attn: Bernice Morgan
FAX: (860) 707-1952

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.