

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE ELECTIONS ENFORCEMENT COMMISSION
JOB OPPORTUNITY**

INFORMATION TECHNOLOGY MANAGER 1 (JOB CLASS 1561) PCN 87989

NOTE: Position was posted 10/24-11/20/14. Applicants who applied then need not re-apply.

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

Open To: The Public
Location: 18-20 Trinity St., Hartford, CT Refer to www.ct.gov/seec for a description of the Commission
Hours: 40 per week Full Time
Salary: MP-66 \$90,282 - \$123,104 annual (new hires to State service start at \$90,282 annual)
Closing Date: January 26, 2015--must be received no later than 5:00 pm

The State Elections Enforcement Commission (SEEC) seeks a broadly-skilled IT professional to manage its Information Technology services, which include its unique Electronic Campaign Reporting Information System (eCRIS). eCRIS enables candidates, PACs and political party committee chairs and treasurers to electronically submit required committee registration information and campaign finance statements and help them comply with campaign finance laws.

Required General Experience:

Ten (10) years of experience in computer or network operations, production control, systems development, information technology analysis and planning.

Special Experience:

Three (3) years of the General Experience must have been in a lead capacity. Note: For State Employees, this is interpreted to be at the level of an Information Technology Analyst 3.

Allowable Substitutions:

1. College training in computer science, management information systems or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's Degree in computer science, management information systems or a closely related field may be substituted for one (1) additional year of the General Experience.
3. For State Employees, four (4) years of experience as a Computer Operations Supervisor may be substituted for the Special Experience.

Preferred Skills and Experience:

- Knowledge in IIS, .NET, SQL Server, n-tier application architecture and web service design/implementation
- Experience in creating statements of work (SOW), project management and managing multiple priorities at the same time
- Core-CT system experience with application integration and staff management functions
- Complete data analytics from inspecting to transforming, concluding and then decision making
- Experience in developing and executing comprehensive application testing plans
- Experience in developing and managing end user requirements

Example of Duties:

Reporting directly to the Executive Director of the State Elections Enforcement Commission (SEEC), the Information Technology Manager 1 manages the Information Technology Unit and staff assigned within SEEC, and ensures that IT support is provided to all **public users** and SEEC staff for any activities related to Information Technology services. Duties include overseeing the support of all SEEC system hardware infrastructure and software applications and well as providing additional coverage for critical campaign filing deadlines throughout the year. Also manages IT system and application capacity planning, design, testing, offsite disaster recovery, IT procurement, bids, contracts, vendor and consultant management, IT security, data integrity, network design, mobile devices and any wireless connectivity. The manager provides administrative support and direction for all file and code repositories, databases, libraries, operating systems, storage, Active Directory, LDAP, Single sign on (SSO), State portal and system interfaces or file transfers. Implements, manages and monitors all SEEC IT policies and procedures in conjunction with those of DAS/BEST.

Application Instructions:

Qualified candidates must submit a cover letter, describing your suitability for the position, resume, and the required CT-HR-12 State Employees Application, available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
18-20 Trinity St. 5th Floor
Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov
Refer to PCN 87989.

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

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.