

DEPARTMENT OF LABOR  
EMPLOYMENT OPPORTUNITY  
DATA PROCESSING OPERATIONS SUPPORT SPECIALIST 2 (CL 15)

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

**Open To:** The Public  
**Location:** 101 East River Drive, East Hartford, CT 06108  
**Hours:** Sunday – Friday, 11:00 p.m. – 7:30 a.m. (40 hours per week)  
**Salary:** \$40,814 approximate annual salary\* (plus \$0.75 per hour shift differential); Full benefits package  
**Closing Date:** October 28, 2011  
**Job Posting No.:** 333

**Examples of Duties:** Performs a full range of duties in area of computer operations support such as input and/or output control, tape management or computer operations; operates, maintains and monitors electronic data processing computer equipment and peripheral devices; maintains accurate records, logs, documentation and inventories; analyzes, diagnoses and resolves simple operating, equipment or telecommunications problems; responds to user questions; checks quality and accuracy of jobs according to established policies and procedures; may maintain and control libraries of storage media; may assist in installation and/or set up of computer equipment such as wiring, cabling and connecting terminals and peripheral devices; may mount and dismount tapes and disk packs; may operate and monitor telecommunications equipment; may prepare work for computer processing; may assist in scheduling and monitoring work submitted for computer processing; performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skill, Ability:** Considerable knowledge of computer operations principles, practices and procedures; knowledge of methods, procedures and techniques for processing computer generated output; knowledge of electronic data processing including storage, retrieval, input and output media; knowledge of computer operations as related to library maintenance and storage; knowledge of procedures for storing and handling magnetic media used in computer operations; interpersonal skills; oral and written communication skills; skill in performing arithmetical computations; ability to operate and maintain computer equipment and devices; ability to follow schedules and meet timeframes; ability to analyze and diagnose operational problems and take appropriate corrective action; ability to prepare and maintain accurate working files and production records; ability to run, schedule and monitor computer jobs; ability to accurately perform tasks such as coding, sorting, alphabetizing and numeric ordering.

**General Experience:** Two (2) years experience in computer operations support as a computer operator, tape librarian, or control clerk.

**Substitutions allowed:** **(1)** Completion of an intensive computer training course which must have included courses in computer operations may be substituted for six (6) months of the General Experience. The training program must be of six (6) months duration or comparable to fifteen (15) semester hours of college credit; **(2)** College training in computer science may be substituted for the General Experience on the basis of 15 credit hours equaling one-half (1/2) year of experience to a maximum of one (1) year; **(3)** One (1) year as a Data Processing Operations Support Specialist 1 may be substituted for the General Experience.

**Working Conditions:** Incumbents in this class may be required to work in tiring positions performing repetitious and monotonous tasks for extended periods of time, may be required to work in a noisy environment and perform a moderate amount of lifting light to medium weights, bending and reaching.

\*Applicants who are not currently a state employee must start at the minimum salary.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit an Application for Examination or Employment (CT-HR-12). In addition, if you are a non-agency applicant you will need to complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). Current state employees are required to submit their last two service ratings. The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://das.ct.gov/employment> . Reference **Job Posting No. 333** on the job application (CT-HR-12) Application packages will not be considered without these documents. Submit via mail to:

**Department of Labor  
Human Resources Office  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX (860) 263-6699**

If you are faxing your application, please do not mail an original copy. **Due to the large number of expected applicants we cannot confirm receipt of application materials.** Please do not call concerning your application.

**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.