

**OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
INFORMATION TECHNOLOGY ANALYST 2  
PAYROLL SERVICES DIVISION – CORE-CT**

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

**Open To:** Candidates on the Current Exam Certification List  
**Location:** 101 East River Drive, East Hartford, CT  
**Job Posting No:** #647  
**Hours:** Full-Time (35 hrs/week)  
**Salary:** \$68,584(EU28) Starting Annual Salary  
**Closing Date:** **Monday, June 24, 2013 - Application materials must be received by 5:00 p.m. by this date**

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Information Technology Analyst 2** position in the Payroll Services Division – Core-CT. The selected candidate will be accountable for independently performing a full range of information technology tasks and project coordination work involving application systems support, security and application development in an IT environment.

**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 in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Work closely with functional staff to develop software to solve issues related to any of the following areas Payroll, HR, Benefits, Security and Time and Labor. This involves programming in SQR, SQL, Application Engine, People Code and COBOL. Design the flow of a series of application pages or flow of a batch system so as not to cause conflicting updates/inserts or programs operation cessation. These issues can range from the very simple to the extremely complicated based on the issue being worked for resolution. Key member of the Core-CT security team and back up for the primary security SME; work closely with functional staff to review the results for program development. Revise reports, pages or program operation to meet the needs of the user community based on the testing results. This may also involve communication with outside agencies or vendors to resolve issues; create usable documentation both for the operation of the functional application developed and for other technical staff. This involves written instructions for a user to follow in order to execute an application. This also involves the explanation as to the intended purpose of the application, what it effects and the expected outcome. The documentation may contain Pseudo Code, Screen shots, eMail communication, Before/After images of code, reports. Written acceptance of functional staff; create a one-time run of a program, which may include creating SQL, SQR, FTP in order to meet a short term need or resolve a production issue that requires immediate action; work in a team with lower level IT staff or Functional Staff to divide work effort to resolve an issue; attend meetings, phone calls (walk customer through an issue), research new knowledge, practice and performs other related duties as required.

**PREFERRED EXPERIENCE AND SKILLS:**

- **Three years programming experience is required, preferably with two or more of the following: Oracle Database, SQL, HTML, XML file creation, COBOL, SQR**
- **Three years' experience in programming within a large enterprise packaged system (such as PeopleSoft, SAP, and Oracle) is preferred.**
- **Experience with a rapid development tool such as Oracle Application Designer or MS.Net is a plus.**

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (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)) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate  
Office of the State Comptroller  
Management Services Division/Human Resources Office  
55 Elm Street, 2<sup>nd</sup> Floor, Room 208  
Hartford, CT 06106  
OR  
Fax to: 860-702-3324  
Email: [elena.vazquez@po.state.ct.us](mailto:elena.vazquez@po.state.ct.us)

**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.