

**Department of Revenue Services**  
**Job Opportunity**  
**Information Technology Analyst Trainee**  
**(Target Class: Information Technology Analyst 1)**

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

**Open To:** The Public

**Location:** 25 Sigourney Street, Hartford, CT

**Hours:** Full-Time (40 hours per week)

**Salary:** \$52,515.00 Starting Annual Salary

**Posting Number:** 14-01 (Please include this number on the application)

**Closing Date:** November 14, 2014 (completed application must be received by close of business 5:00 p.m.)

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The [Department of Revenue Services](#) is currently seeking qualified candidates for [Information Technology Analyst Trainee](#) position (Target Class: [Information Technology Analyst 1](#)) within the Department's Information Services Division.

**Example of Duties:**

**Selected Candidate will receive on the job training in the following:** Prepares computer programs for solution of business problems from narrative statements, program specifications and other data as source materials; customizes software applications to meet user requirements; assists systems and application developers in analysis, design and development of information systems; prepares test data; performs system tests; debugs/corrects errors; diagnoses problems with operating systems specific to incompatibility with other applications; acts as liaison between other technical staff, users and vendors regarding basic application design and modification including database management systems; maintains and enhances existing programs; installs system upgrades and patches in support of application software; documents system changes and problem resolutions; participates in project planning sessions with team members to analyze requirements; uses programmer productivity tools.

**Eligibility Requirement:**

Candidates must possess a Bachelor's Degree in Management Information Systems, Computer Science or Information Technology related area.

**Preferred Experience and Skills:**

**Candidate must have:**

- General Information Technology and Computer Systems knowledge
- General problem solving and analytical skills
- Good interpersonal, organizational and verbal/written communications skills
- Eagerness to learn in a fast paced environment

**Preferred candidate will have some of the following knowledge or skills:**

- General understanding of Programming in .Net, ASP.Net, C++, HTML, CSS, Javascript, XSLT.
- Familiarity with SharePoint 2010 & 2013 and SharePoint Designer 2010 & 2013.
- Familiarity with SharePoint's various UI components.

- Familiarity with Microsoft Office & SharePoint 2013 development for Excel Services, Power Pivot, Business Intelligence and SharePoint solutions development.

**Term of Appointment:** The length of this training program is one (1) year. Incumbents in this class will be eligible for promotion to the target class of Information Technology Analyst 1 without further competitive examination after successful completion of the training program.

**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 must submit a cover letter, a resume, three (3) professional written references from current and/or past supervisors/managers, a completed **State Application for 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)), proof of Bachelor's Degree and transcripts, **clearly indicating the posting number**, to the address listed below:

**Department of Revenue Services  
Human Resources, 19<sup>th</sup> Floor  
25 Sigourney St.  
Hartford, CT 01606  
Attention: Jacqueline Aronson**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE  
CLOSING DATE 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.