

Connecticut State Library

Informational Technology Analyst 1

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

Open To: Lateral Transfer or Candidates on current exam list
Position No.: 86131
Location: 231 Capitol Avenue, Hartford, CT
Schedule: Tuesday – Friday, 7 hours and Saturday, 5 hours; Mondays off
Hours: 35 hour workweek, Full Time
Salary: \$ 2,128.13 bi-weekly (EU23)
Closing Date: December 8, 2013 at 4pm no exceptions

Eligibility Requirement: Candidates must have applied for and passed the ITA1 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 may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Preferred skills: Demonstrated experience and ability to perform tasks in the following areas: Maintain Local Area Network to include troubleshooting and diagnosis of network problems, both hardware and software related; Install and remove network connections for personal computers, printers, scanners; Install and maintain client personal computer software applications; Maintain WAN links; Install and maintain both server and hardware to include all types of storage and communication; Maintain a VAX computer operating with DRA software, library circulation software; Participate in the planning and implementation of network expansion to include geographically remote satellite locations; Develop all levels of fault tolerance planning to include disaster recovery planning and technique, security and hardware/software security; Evaluate and recommend new technologies and directions; Serve as expert resource for users and management, may participate in statewide technology groups; Participate in staff training, continuing education and professional associations as required; and Support CSL website, including application development and server maintenance (Linux); Experience with Drupal and other open-source programs highly desirable. This position's primary function will be in **Network Services (50%)**; however they will also need to provide **Desktop Services (20%)**, **Helpdesk Services (20%)** and **Software Development (10%)**. Percentages are approximate and will vary depending on workload. Some travel may be required to support CSL five satellite locations.

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6222>

The salary plan is available at: <http://das.ct.gov/HRDocs/CompPlans/EU%202013%2008%2026.pdf>

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106

Confidential Fax: (860) 622-4921 (preferred method of submission)

OR

Email to DAS.HR.SMART@ct.gov MUST include ITA1 86131 (last name) in subject line.

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.

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