

CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2289

OPEN COMPETITIVE EXAMINATION FOR: IT SPECIALIST

SALARY: \$25.77 ~ \$34.30 per hour Non-Exempt, 35 hrs./wk. (NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative and not all inclusive)

Responds to calls for technical support from technology users;
Resolves operational problems with hardware, software, or telecommunications where possible, or seeks assistance from other I.T. staff members;
Insures that systems are functioning as required;
May be required to perform basic data backups and software/hardware upgrades;
Supports Internet access, training and reference systems, and other technologies as assigned;
Assists users as required in use of office automation software and hardware, including computers, printers, scanners, copiers, microfiche or optical storage readers, fax machines, and other related equipment;
Performs special projects and other related duties as needed.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Comprehensive knowledge of desktop computer hardware, software, office automation, and all associated technologies; Experience in supporting technology users; The ability to adapt to changing technical environments; Must possess good written and oral communication skills; Must be able to install and deploy computer equipment and connect cables and wires; Experience with Windows and Microsoft Office Suite environment required. Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work.

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2289

OPEN COMPETITIVE EXAMINATION FOR: IT SPECIALIST

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Associate Degree in an Information Technology related major and two years' experience installing, maintaining, and supporting technology equipment as described above; **or**

Associate Degree in any major and a minimum of six months of computer technician training and/or computer technician certifications and two years' experience installing, maintaining, and supporting technology equipment as described above; **or**

Bachelor Degree in an I.T. related major and minimum six months practical work experience in a position which included I.T. technical activities such as website content management or design, database retrieval report writing, or hardware/software technical liaison activities or installing, maintaining and supporting technology equipment as described above; **or**

Six years' military experience in a computer technology related job field installing, maintaining, and supporting technology equipment as described above may be substituted for the above degree requirements.

All qualifying experience must have occurred in a networked Windows environment.

**COPIES OF APPLICABLE DOCUMENTS REFERENCED ABOVE
(DIPLOMA OR TRANSCRIPTS)
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V
EEOP Utilization Report available upon request

CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2289

OPEN COMPETITIVE EXAMINATION FOR: IT SPECIALIST

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from students. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking			X		Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)			X	
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness		X		
Handling		X			Humidity		X		
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X		
Visual Acuity/Near			X		Mechanical Hazards		X		
Visual Acuity/Far			X		Physical danger or abuse	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

Prepared on: 4/13/21

Position: IT Specialist