

VACANCY NOTICE

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: <u>Computer Programmer</u> CLASSIFICATION CODE: <u>00425100</u> SALARY RANGE: <u>(825JA) \$49946-56265</u> REFERENCE POSITION NO.: <u>67</u> Department or Agency Name: <u>Revenue</u> APPLICATION PERIOD: <u>1/31/2012-2/7/2012</u> Division/Section/Unit: <u>Lottery</u> Grace Period Ends on February 10th at 4:00 PM Assignment(s) / Comments: _____ Shift and Days: <u>1st (Monday-Friday) *</u> Job Location: <u>Cranston, RI</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____ Name of Bargaining Unit Union: _____ There is ___ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Name of department where you are currently employed</i> • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i> • <i>Date you entered State service</i> • <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: Conduct and oversee internal and external IT reviews relating to ensuring compliance with IT security controls as well as documenting, creating IT security policies and procedures. The successful candidate will also be responsible for analyzing critical business applications and design specifications for functional areas such as Finance and IT. * This position, at times, will require some evening and weekend hours.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: EDUCATION: Such as may have been gained through: graduation with a degree in IT field with course concentration that meets the requirements below or relevant experience in lieu of required degree. EXPERIENCE: Such as may have been gained through an in depth knowledge of computer networking and related components, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Windows Professional XP or higher, Windows 2003 server or higher. We are looking for someone with solid computer skills, good organization skills, communication skills, multi-taking skills and can work independently. Some software programming knowledge required. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Jane Tougas Telephone #: <u>463-6500</u> Personnel Supervisor e-mail address: <u>jtougas@riiot.ri.gov</u> 1425 Pontiac Avenue TTY/TDD #: <u>7 1 1</u> Cranston, RI 02920 (Telecommunication Device for the Deaf)	



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