Opening Date: June 21, 2019  
Closing Date: Open Until Closed  
Work Location: Austin, TX  
Posting Number: 19-67  
Monthly Salary: $3,293.42 – $4,165.00*  
Group/Class: B18/0650  
Travel %: 0%  
Division/Department: Groundwater/Groundwater Monitoring  
Number of Positions: 1

*Salary commensurate with experience and qualifications

JOB VACANCY NOTICE
Groundwater Data Specialist  
(Data Analyst I)
Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142  
Email: HR@twdb.texas.gov  
Apply at: Work in Texas www.workintexas.com

Veteran’s Preference
Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 35G – Geospatial Intelligence Imagery Analyst, IT – Information Systems Technician, 682X – LDO-Information Professional, 22 – Data Processing, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf

Job Description Summary
Performs entry-level data analysis and data research work. Work involves conducting detailed analysis of and extensive research on groundwater-related databases at the agency, including creation of queries and reports utilizing Microsoft SQL Server tools. May train others. Works under close supervision, with minimal latitude for the use of initiative and independent judgement. Reports to the Manager of the Groundwater Monitoring Department.

Essential Job Functions
- Collects and formats groundwater-related data from cooperating entities for inclusion in agency databases.
- Performs and designs quality assurance/quality control procedures to ensure data integrity.
- Creates database reports for internal and external customers.
- Assists program staff in resolving technical problems.
- Assists Data Team Lead in development of data entry applications for field staff.
- Utilize Geographic Information Systems for development of maps and dissemination tools.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency’s records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)  
Revised 12/18/2018

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: http://www.twdb.texas.gov/jobs/ for more information.

TWDB participates in E-Verify! Information from each new employee’s Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.
Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in Natural Science, Computer Science, or a related field.
- One year of experience in Data Management.
- Relevant experience and education may be substituted for on a year-for-year basis.

Preferred Qualifications

- Experience using Microsoft SQL Server tools including, SQL Server Management Studio, SQL Server Reporting Services, SQL Server Integration Services.
- Experience using Microsoft Access.
- Experience using ESRI products including ArcGIS Online.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Groundwater Monitoring Department; and of the principles and practices of public administration.
- Knowledge of statistical analysis processes, standard query language, and relational databases.
- Knowledge of data collection procedures and dissemination techniques.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in database management with applicable programming preferable.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver’s license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to gather, assemble, correlate, and analyze facts.
Remarks

- Copy of required academic transcripts and/or licensures must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.

- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.