

Opening Date: July 10, 2020
Closing Date: Open Until Closed
Work Location: Austin, TX
Posting Number: 20-57
Monthly Salary: \$4,301.17 – \$5,850.00*
Group/Class: B22/0255
Travel %: 0 %
Division/Department: IT/Application Development
Number of Positions: 1

***Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

Systems Analyst IV

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
Apply at: *Work in Texas* www.workintexas.com OR
HR@twdb.texas.gov

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 25B – Information Technology Specialist, CT – Cryptologic Technician, 8848 – Management, Data Systems Officer, 3D0X4 – Computer Systems Programming 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_InformationTechnology.pdf

Job Description Summary

Performs highly complex (senior-level) computer systems analysis work. Work involves planning and analyzing user requirements, procedures, and problems to automate processing or to improve existing systems. May train others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Application Development Department.

Essential Job Functions

- Assists in the design, development, and maintenance of various computer applications.
- Works closely and amicably with business areas and end users to determine system requirements and develops means of achieving desired business results through application and database design.
- Develops systems requirements specifications using a combination of interviews, document analysis, requirements workshops, storyboards, surveys, business process descriptions, use cases, scenarios, business analysis, and/or task and workflow analysis.
- Writes system requirements specifications documents according to standard templates in clear and concise language.
- Converts systems requirements into functional design documents to include the business process, design overview, and the data model.
- Manages requirements traceability and tracks requirements status throughout the project.
- Manages changes to baseline requirements through change control processes.
- Performs data analysis, data querying, and data migration functions.
- Proposes new application features and updates.
- Develops system test cases, testing plans, and coordinates testing of applications and application components.
- Coordinates deployment of new applications and changes to existing applications.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, 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.

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.

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.

HR-002 (Non-Supervisory)
Revised 06/26/2020

Texas Water
Development Board

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Writes user guides for new applications and changes to existing applications.
- Works with business areas and project managers to help define project scope.
- Troubleshoots and solves problems relating to computer systems or programs.
- 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.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Computer Science, Computer Information Systems, Information Technology, Computer Engineering, Business, Environmental Sciences or related field.
- Five to seven years of Systems Analysis experience.
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Experience with SQL Server Reporting Services and stored procedures.
- Experience with Azure DevOps Services, formerly known as Visual Studio Team Services.
- Experience with regional and state water planning in Texas.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to Application Development department; and of the principles and practices of public administration.
- Knowledge of the limitations and capabilities of computer systems and of the techniques used in the design of automated computer systems.
- Knowledge of the software development lifecycle.
- Knowledge of organizational skills.
- Knowledge of relational database management systems, including Microsoft Access and Microsoft SQL Server.
- 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 coordinating and solving problems.
- Skills in scheduling, testing, installing, and implementing computer programs.
- Skills in troubleshooting computer systems.
- Skills in requirements gathering, analysis, system specifications, and verification.
- Skills in presenting system requirements in graphical forms.
- Skills in writing SQL queries.
- Skills in analytical skills, including interviewing, listening, and facilitation to critically evaluate the information gathered from multiple sources, reconcile conflicts, convert high-level information into details, and develop computer application and database solutions.
- Skills in use of Azure DevOps Services, formerly known as Visual Studio Team Services.
- 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.

Job Vacancy Notice (cont.)

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- 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 use interpersonal skills to help negotiate priorities and to resolve conflicts among project stakeholders.
- 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.

Remarks

- Copy of required academic transcripts and/or licensures and driving record 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.