

Opening Date: August 28, 2019
Closing Date: September 5, 2019
Work Location: Austin, Texas
Posting Number: 19-84
Monthly Salary: \$4,917-\$5,839.66*
Group/Class: B24/0653
Travel %: 10%
Division/Department: WSI/FP/Flood Data
Number of Positions: 1

*Salary commensurate with experience and qualifications.

JOB VACANCY NOTICE

Team Lead (Data 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*

(INTERNAL POSTING)

Job Description Summary

Performs complex (journey-level) data analysis and data research. Work involves overseeing the development, analysis, and summary of regional and state flood planning data sets and their associated computer applications. Leads the development, implementation and monitoring of specialized projects pertaining to regional and state flood planning. Plans, assigns, and oversees the work of the Flood Data Department. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Director of the Flood Planning Division.

Essential Job Functions

- Oversees the development, documentation, and maintenance of regional and state flood planning data sets and their associated computer applications.
- Oversees and evaluates research and analysis on complex issues, legislation, and departmental policies related to flood planning data.
- Develops and reviews procedures for implementation, administration, and evaluation of short-range and long-range plans of the Flood Data Department and measures progress.
- Prepares and monitors performance measures for the Flood Data Department.
- Prepares and oversees the preparation of complex data reports and other technical documents.
- Leads and participates in technical development and training meetings with internal staff and external customers.
- Reviews and evaluates regional flood planning data for contractual compliance.
- Provides direction, coordination, and support necessary to respond to requests from the legislature, the Board, and other key stakeholders, or internal agency staff.
- Processes and summarizes state flood planning data in response to data requests from the legislature, the Board, and other key stakeholders, or internal agency staff.
- Assists in the preparation of the State Flood Plan, including, for example, processing, analyzing, and undertaking quality control measures of the state flood planning data used in development of the plan.
- Plans and assigns work of Flood Data Department staff and provides oversight of quality control reviews of the departments assigned tasks and work outputs.
- Maintains confidential and sensitive information.

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 07/01/2019



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.

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- 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 Planning, Resource and Environmental Studies, Geographic Information Systems, Data Science, Computer Science, Computer Engineering, Business Analytics, or a related field.
- Five years of work experience in Planning, Resource and Environmental Studies, Geographic Information Systems, Computer Science, Computer Engineering or related field.
- Previous experience with geographic information system (Arc/GIS) and spatial analysis.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Five years of work experience with relational databases, including querying, reviewing, and reporting data.
- Previous experience querying data using Microsoft SQL Server Management Studio.
- Previous experience with flood planning in Texas and/or flood planning-related data.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Flood Planning Division; and of the principles and practices of public administration.
- Knowledge of research techniques.
- Knowledge of relational database management systems.
- Knowledge of flood planning in Texas.
- Knowledge of program management processes and 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 with data entry and administration of the online state water planning database.
- Skills in querying data using SQL Server, or by using SQL.
- Skills in building data related reports using software such as Microsoft Access, Crystal Reports or Microsoft SQL Server Reporting Services.
- Skills in preparing reports.
- Skills in providing good customer service, both internally and externally.
- Skills in working with GIS.
- Ability to maintain accuracy and attention to detail.
- Ability to conduct searches and evaluations of large amounts of data in a timely fashion.
- 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.

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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 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 and willingness to travel 10% of the time, primarily within the State of Texas.
- 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.