



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: May 3, 2019

Closing Date: Until Filled

Job Listing Identification Number: 8740789

State Class. No. and PayGroup: 0255/B22

State Job Title: Systems Analyst IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Systems Analyst

Location: Austin, Texas

Monthly Salary: \$4,500.00 - \$6,135.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 5% No

Job Description:

The Systems Analyst IV performs highly complex to advanced (senior-level) computer systems analysis work. Work involves gathering and analyzing user requirements, testing and documenting defects, as well as participating on project teams for both new and existing systems. Works under limited to minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Performs complex to advanced business and systems analysis work on assigned projects.
- Gathers and analyzes business requirements to be used in the creation of user stories, software requirement documents, and comprehensive test plans.
- Prepares documentation such as (but not limited to) functional design specifications, flowcharts, screen prototypes, wireframes, interface specifications, data migration rules, and logical work flow charts.
- May work on multiple project teams with a diverse set of stakeholders and team members as well as multiple Project Managers.
- Documents software defects identified during all phases of testing; oversees analysis and assists developers in analyzing and resolving defects.
- Creates and runs simple reports as needed to analyze data and support systems.
- Must be able to effectively prioritize work and track multiple assignments.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in computer information systems, computer science, or a related field. One year of relevant work experience may be substituted for one year of college, up to four years.
- Four years of business analysis/systems analysis experience.
- Proficient in the use of the Microsoft office suite.
- Communicates effectively and efficiently with all level of stakeholders and project team members
- Recent experience in preparing project documentation such as; system requirement specification, functional design specifications, flowcharts, screen prototypes and wireframes.

Preferred Qualifications:

- Knowledge of MS SQL, PowerBI, MS Project, and/or VSTS
- Recent experience in Agile or Iterative Software development or Quality assurance.

Employment Conditions:

- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds
- Must sit for extended periods of time.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

25B, IT, 275, 6694, 3D1X2

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

To Apply:

Submit a complete application through Work In Texas at www.workintexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed

during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.