

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: **Systems Analyst IV**
Functional Title:
Job Posting: **16243**
Monthly Salary: \$4301.16 - \$5655.49
Salary Group: B22
Posting Date: 04/28/2016
Close Date: 05/12/2016
Section/Division: Enterprise Support Section/ Information Resources Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1090

Job Description:

Leads and completes technical work involving the analysis, requirements development, design, coding, testing, and implementation/modification of agency information technology (IT) enterprise reports for the Texas Commission on Environmental Quality (TCEQ). Leads the analysis of business area rules and/or data sources for the purpose of producing reporting solutions for agency stakeholders. Completes agency reporting requests (new development, modifications and fixes) using software development lifecycle methods and approved agency reporting tools. Leads the mentoring and training of team members, developers, and customers related to the use of enterprise reporting processes, tools, and solutions. Leads the administration and maintenance of the enterprise reporting application according to agency needs. Leads the creation and/or maintenance of guidance documentation for the enterprise reporting application. Leads in the identification and resolution of system performance issues resulting from malfunctioning reports or other errors. Implements or oversees the implementation of new or enhanced team processes or procedures. Follows team procedures and assists with the creation of new procedures. Analyzes existing procedures for efficiency and effectiveness. Ensures that reporting objects or materials to be posted on agency web sites conform to agency standards unless approved exceptions apply, including accessibility standards. Uses all applicable agency standard test methods, and keeps records of test results. Assists management with personnel management functions including hiring and staff development; provides input into performance management decisions. Leads the Enterprise Reporting Team, overseeing and prioritizing daily task assignments of staff ensuring deliverables are met.

Military Occupational Specialty (MOS) Codes: 25B, 53A, 181X- RL, 182X-RL, 642X- LDO, 26, 030, C4I11, ISM, 0171, and 8858.

Minimum Qualifications:

Seven years of full-time experience in systems administration, business process analysis and modeling, application development or system and application design.

OR A master's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), or technical college with a major in computer science, computer information systems, management information systems, mathematics or a related field plus four years of the required experience.

OR A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), or technical college with a major in computer science, computer information systems, management information systems, mathematics or a related field plus five years of the required experience.

OR Completion of 18 semester hours (27 quarter hours) in computer science, computer information systems, management information systems, mathematics or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED

WITH APPLICATION) plus six years of the required experience.

Preferred Requirements:

Experience with Enterprise Systems or Systems Administration.

Experience with leading, overseeing and prioritizing daily task assignments of staff ensuring deliverables are met.

Special Requirements:

Moving up to 40 pounds of paper or computer equipment.

Traveling up to 5% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer