

**Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701**

512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

SYSTEMS ANALYST III

Position: Systems Analyst III Full time (40 hrs/wk)	Salary: \$5,000 - \$5,417 per month (\$60,000 - \$65,000 annually)
Classification Number: 0254 Group: B20	Posting Date: January 16, 2020
Listing Number: 504-20-007 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled
Contact: Anthony Solis, hr@tsbde.texas.gov , (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. The agency currently is authorized to employ 59 FTEs and has 11 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Systems Analyst is a team member of the Executive Division and will report to the IT Director. The Systems Analyst will serve as the primary IT personnel for the agency. The System Analyst will also work closely with all Divisions within the agency. Work involves analyzing user requirements, procedures, and problems to automate processing or to improve existing systems. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Formulates logical descriptions of problems and devises optimum solutions.
- Conducts research for proposed system implementations.
- Performs the deployment of security infrastructure and program activities.
- Implements new systems to serve new purposes and improve work flow.
- Oversees the implementation with agency personnel and outside vendors.
- Interprets technical information relating to information resources technology and communicates information in a non-technical manner both verbally and in writing.
- Performs VERSA database activities in coordination with Health Professions IT staff.
- Performs Network Support activities in coordination with the Health Professions Council IT staff.
- Performs programming duties for Papervision.
- Provides IT tech support to internal and remote staff via telephone, video conferencing and/or electronic communication.
- Provides excellent customer service to both internal and external customers.
- Maintains accurate and well-organized IT files and records.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, management information systems or related field is generally preferred. Education and experience may be substituted for one another.

EXPERIENCE: At least 4 year's experience in computer information systems, management information systems or related field required. System analyst work experience in a Texas State agency is preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

- Experience Rack Mounting/Installing new server equipment.
- Experience with XenServer.
- Experience with Linux, Unix, and Apple.
- Experience with Command Line (CMD and Bash).
- Knowledge of MSSQL, MySQL, and other misc. DB's.
- Knowledge of Windows Server 2012, Windows 10, Office 2016, as well as Google Applications.
- Knowledge working with Programming languages (C#, JQuery, and PHP).
- Knowledge working with Cisco ASA's and Catalyst Switches.
- Knowledge installing Network and/or Desktop/Laptop equipment.
- Knowledge of AD, DHCP, DNS, NAS (iSCSI).
- Familiarity with database applications.
- Ability to provide Remote Desktop Support.
- Ability to provide Phone Support.
- Ability to Identify and implement solutions for Hardware and/or Software issues.
- Ability to handle multiple tasks concurrently.
- Ability to maintain strict confidentiality.
- Ability to use Sound judgment and decision-making with strong attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work well with others and to maintain a positive attitude with callers, coworkers, other state agency IT staff, and visitors.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are normally 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

Military Crosswalk:

Air Force: 7S011, 7S031, 7S071, 7S091, 7S0X1, 46Y1M, 46Y4M | Army: 31D, 66F, 66N, 68C | Coast Guard: 401, 023, 47, 84, INV | Marine Corps: 5813, 5821 | Navy: 2002

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Anthony Solis at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. Non-exempt employees in jobs covered by FLSA who actually work in excess of 40 hours per week in a workweek receive time off at a time-and-one half rate as the primary method of compensation in lieu of cash payment.