



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-49		
Business Title: Network Continuity Coordinator	State Classification: Systems Analyst IV	
Salary Group: B23	Salary: \$6,250.00 (Month) \$75,000.00 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 01/25/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations	Program: Information Technology	

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

The Network Continuity Coordinator will collaborate with TFC departments, IT, and Tenant Agencies to develop and implement plans to anticipate, address, and mitigate the effects of various IT business interruptions related to Network Infrastructure, Hardware, and Software.

ESSENTIAL FUNCTIONS:

- Performs highly complex computer systems analysis work.
- Coordinate with users to identify system requirements, develop functional design specifications to meet requirements.
- Prepare and define the goals of the system and devise flow charts and diagrams describing the logical operational steps off programs.
- Develops and maintains a business recovery plan and procedure; reviews, revises, and expands existing plans and protocols.
- Conducts risk assessments for various departments and functions, analyzing potential business impact of unpredictable business interruptions such as natural disasters, security breach, hardware failure, and data communication faults.
- Collaborates with IT staff to develop and implement best practices to protect and restore data and systems in the event of natural disasters, viruses, and hackers.
- Identifies and implements recovery operations and methods to allow the company to function at limited or partial capacity if part or all the infrastructure is damaged or destroyed.
- Creates and facilitates practice drills for evaluating and documenting procedures.
- Develops and provides staff training on risk management and disaster recovery.
- Performs other related duties as assigned.
- On call responsibilities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Computer Science, Information Systems Management, or similar field required; Master's degree preferred.
- Minimum of five years of management experience with at least two years in an IT risk management or a similar position.
- Additional equivalent years of related work experience may substitute for degree (High-school diploma etc).

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough understanding of risk management.
- Excellent strategic, problem solving, and analytical skills.
- Ability to think through hypothetical situations and concepts and to identify risks and weaknesses in various business processes and methods of mitigating these risks.



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- Ability to collaborate with others to develop an emergency plan.
- Excellent communication skills.
- Proficient with Microsoft Office Suite or related software.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

- Position requires to be on-call on a rotating basis for emergencies.
- Works at multiple locations, mostly in office environment but sometimes in construction sites
- Lifting of IT equipment and repetitive movements

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 25B Information Technology Specialist, 255N Network Management Technician (Warrant), CTM Cryptologic Technician (Maintenance), 182X RL-Special Duty Officer-Information Professional Officer, CYB11 Cyber IT, 0679 Data Systems Chief, 0670 Data Systems Engineering Officer (Warrant), 1D7X1 Cyber Defense Operations, 17DX Warfighter Communications Operations, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Number: 16401133

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433**