



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 23-18		
Business Title: WOS Specialist	State Classification: Systems Administrator III	
Salary Group: B20	Salary: \$4,583.33-\$5,416.66 (month) \$55,000.00-\$65,000 (annually)	Hours/Week: 8 am – 5 pm, M – F*
Location: 1711 San Jacinto Blvd., Austin, Texas 78711		
Posting Date: 11/15/2022	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.

** May be required to occasionally work hours other than normally scheduled work hours.*

JOB SUMMARY

Performs complex (journey-level) systems administration work. Work involves maintaining the upkeep, configuration, and reliable operation of the Facility Management and Operations Work order system starting with transitioning from current to new system. Installs and upgrades computer components and system software. Provides guidance to others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES

- ◆ Develops plan and timeline for the transition process from current to new Work Order System.
- ◆ Works with WOS provider on implementation of the new system.
- ◆ Installs, modifies, documents, and maintains system configuration, updates, and changes.
- ◆ Provides operational support.
- ◆ Provides training as needed in the use of the WOS system application/portal and mobile application.
- ◆ Analyzes requirements and performance to optimize systems configuration.
- ◆ Investigates and resolve problems with the WOS.
- ◆ Reaches out to and communicates with system provider's customer support to solve larger issues.
- ◆ Provides problem identification for production incidents.
- ◆ Identifies and implements solutions to production incidents.
- ◆ Provides support for systems testing and validation activities.
- ◆ Assists users in identifying difficult technical problems and devising solutions.
- ◆ Advises users on available functions and technologies.
- ◆ Translates user requirements into technical solutions.
- ◆ Creates and maintains good technical documentation.
- ◆ Performs related work as assigned.

MINIMUM QUALIFICATIONS

- ◆ Completion of a bachelor's degree in computer science or a related field.
- ◆ One to three years of direct experience within the area of listed essential duties or any combination of relevant experience.
- ◆ Training or certifications may be substituted for experience if applicable to listed essential functions.



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KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Extensive knowledge of common application technologies
- ◆ Extensive knowledge of system architecture and design methodologies
- ◆ Knowledge of operating systems that control working environment of user and computer accounts
- ◆ Experience with directive services and supporting technologies
- ◆ Experience with scripting
- ◆ PC hardware support experience
- ◆ Experience with virtual platforms and infrastructure
- ◆ Detail oriented, with ability to demonstrate strong adherence to procedure and protocol

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

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 17C Cyber Operations Specialist, 255A Information Services Technician (Warrant), CT Cryptologic Technician, 181X RL-Special Duty Officer-Cryptologic Warfare Officer, IT Information Systems Technician, CYB10 Cyber, 0631 Network Administrator, 0605 Cyber Network Operations Officer, 1B4X1 Cyber Warfare 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.

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Office 512-463-3433



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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 Job Number: 15676520

The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

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