



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-73</b>		
<b>Business Title: Information Technology Business Analyst</b>	<b>State Classification: Information Technology Business Analyst I</b>	
<b>Salary Group: B21</b>	<b>Salary: \$4,583.33 (Month) \$55,000.00 (Year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 03/15/2024</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Chief Operations</b>		<b>Program: Information Technology</b>

**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](http://www.WorkInTexas.com).**

### **JOB SUMMARY:**

Performs business analysis work involving gathering, developing, and documenting user requirements; reviewing, assessing, and developing business processes; creating and validating user acceptance testing; performing post-implementation support of systems; and providing support for the systems development life cycle.

### **ESSENTIAL FUNCTIONS:**

- Gathers, analyzes, and documents user requirements, business processes, and problems to automate or improve existing systems; elicits and documents business needs for new systems.
- Analysis of program policies and procedures to determine their effect on automated systems and system functional areas.
- Serves as a liaison by providing consultation, documentation, and direction to other areas regarding analysis, design, configuration, testing, and policy implementation within all systems.
- Develops and/or reviews complex system documents to convey business requirements and support efficient system design.
- Participates in project and team technical and functional design, requirement meetings.
- Prepares memos and ad hoc reports upon request related project statuses, performance measures, and other information requests.
- Performs verification and validation of code, test results, customer acceptance, and documentation at all established levels of testing in SDLC guidelines.
- Conveys technical instructions clearly with team members to foster their understanding.
- Communicates and/or collaborates with other functional/technical team members to coordinate development efforts in support of one or more applications within the Agency.
- Communicates progress and issues affecting work assignments to the IT Manager as soon as possible.
- Adheres to all Texas Facilities Commission HR policies and performs related work as assigned.
- May assist with development and maintaining images for desktops, servers, VM environments and VM templates, etc.
- Maintain and improve procedures for inventory control of IT assets.
- Performs related work as assigned.



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## **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major coursework in business administration, computer science, management information systems, or a related field is generally preferred.
- Equivalent education and experience may substitute for one another.

## **PREFERRED QUALIFICATIONS:**

- Advanced writing skills to communicate information effectively to program area customers, managers, and technical staff.
- Experience with configuration management, quality assurance, and/or change management.
- Experience with IT asset management, ordering, receiving etc.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Experience understanding business needs and identifying technology or process solutions.
- Skill in analyzing and evaluating information technology applications, policies, and issues.
- Skill in developing creative and workable solutions to problems and issues.
- Ability to analyze and interpret technical information including regulations, policies, and automation system documentation/specifications.
- Ability to communicate effectively, verbally and in writing.
- Ability to communicate technical instructions to system users.
- Ability to analyze, evaluate, and integrate business rules into system requirements.
- Ability to exercise sound judgment in making critical decisions.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position functions in a standard office environment. Must be able to lift 40 pounds. There are no unusual dangers involved.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf)

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
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1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



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**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. We are unable to sponsor or take over sponsorship of an employment Visa.

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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: 16503323**

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