



# Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-27		
Business Title: Systems Analyst		State Classification: Systems Analyst IV
Salary Group: B23	Salary: \$5,834.00 (month) \$70,008.00 (year)	Hours/Week: 8:00 am – 5:00 pm, M-F
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 12/10/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Information Technology		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](http://www.WorkInTexas.com).**

## GENERAL DESCRIPTION:

We are seeking a highly skilled and self-directed Systems Analyst to manage Conference Room Facilities and Windows Systems administration to join our team. Performs highly complex (senior-level) computer systems analysis work. The ideal candidate will be responsible for managing our conference room facilities and ensuring seamless operation of all audio-visual and technical equipment. This role requires advanced problem-solving abilities, system administration, troubleshooting application systems, excellent customer service skills, and the ability to work independently. Work involves coordinating the design, installation, diagnoses, maintenance, and training for electronic equipment in a professional conference environment.

## ESSENTIAL DUTIES:

- Manage conference room facilities to ensure they are well-maintained and fully operational.
- Provide audio-visual equipment set-up, troubleshooting, and problem resolution.
- Oversee the maintenance of conference equipment, including procuring and monitoring vendor services.
- Offer technical support for computers/notebooks, wifi, projectors, internet video streaming, A/V equipment, and other related technologies within the context of conference room functions.
- Work independently, communicate effectively, and make sound decisions to ensure customer satisfaction.
- Deliver excellent customer service and build strong customer relationships.
- Develop multimedia (audio/video) presentations.
- Assist in collecting, organizing, and maintaining content for executive board room meetings.
- Respond to emergency communications as needed.



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- Installs and maintains workstation software and hardware.
- Maintains detailed records tracking agency hardware and software inventories.
- Determines requirements and specifications for new agency hardware and software.
- Creates requisitions for goods and services required for the Information Systems program.
- Provides second-tier support for agency staff in the use of their computer resources.
- Oversees, performs, and provides guidance in troubleshooting and solving complex problems related to system software and hardware incident and problem calls, and in the processing of service requests and tasks.
- Assist with application and/or functional support for systems utilized at the agency. Managing SSO, configuration changes, system modifications, change control and general support.

## **REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)**

- Graduation from an accredited four-year college or university with major coursework in computer science, MIS, graphic arts and multi media production or a related field is generally preferred.
- Three years of experience in Windows server and PC system administration work.
- Education and experience may be substituted for one another on a year-for-year basis.
- 2+ years experience administering Office 365, and/ or Mobile Device Management, and deployment of PC, MacOS and iOS devices/Apple devices.
- Microsoft MCSE strongly preferred.
- Valid State of Texas driver's license.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Intermediate knowledge of Audio, Video, Control, and other conference room supporting (operating) systems.
- Skill in the use of personal computers and applicable programs, applications, and systems, including email, spreadsheet, word processing, and database software.
- Skill in using effective organizational, time management, and planning methods.
- Ability to maintain effective working relationships with peers, agency personnel, tenants, customers, and the general public.

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- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; in solving problems; in scheduling, testing, installing, and implementing system software; and in troubleshooting computer systems.
- Ability to recognize, analyze, and resolve complex technical issues; to analyze systems and procedures; to write and revise standards and procedures; to handle multiple projects, to use administration, and other system administration tools, to communicate effectively; and to train others.
- Must stay current in technology trends and skills to continue to be a value-add to department.
- Ability to be self-motivated and complete work in a timely manner.
- Ability to stay focused on priorities and ensuring timely work delivery.
- Knowledge of the limitations and capabilities of computer systems, the techniques used in the design of non-automated systems, information technology equipment, applicable programming languages, computer hardware and software, computer operating systems, writing program code, and automated mapping.

### PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. 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 workday 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](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 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, 0671 Data Systems Administrator, 0605 Cyber Network Operations Officer, 1B4X1 Cyber Warfare Operations, 17C0 Cyberspace Warfare Operations Commander, 514A Cyber Intel Analyst, 17S Cyberspace Effects 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)

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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.

### **TFC Recruiting Policy:**

**Incomplete applications will not be considered.**

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.

As part of its employment process, TFC may conduct a criminal background check and/or a driver's record check. An applicant with an unsatisfactory criminal background check report and/or drivers record is ineligible to be hired for the position for which the report is initiated.

If hired, an employee must prove their permanent right to work in the United States and provide document(s) within three (3) days of hire date that establish identity and employment eligibility. We are unable to sponsor or take over sponsorship of an employment Visa.

**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.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Texas Facilities Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. TFC provides accommodations for persons with disabilities in accordance with the Americans with Disabilities Act. If you need help with the employment process or require other accommodations, please contact the Human Resources office for assistance at (512) 463-3433.

**WIT Number: 16797368**

### **Contact Information:**

**Richard W. Allen, MBA, PHR, SHRM-CP**

Human Resources Specialist  
Recruiting and Staffing  
Talent Management  
Texas Facilities Commission  
1711 San Jacinto Blvd.  
Austin, Texas 78701  
[richard.allen@tfc.texas.gov](mailto:richard.allen@tfc.texas.gov)  
Direct: 512-463-3433

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