

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SYSTEMS ANALYST III -
Information Technology

SALARY GROUP: B20

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Charlotte Anderson DATE: 04/22/2014

POSITION #: 008144

I. JOB SUMMARY

Performs complex computer systems analysis work. Work involves analyzing user requirements, procedures, and problems to automate processing and to improve existing systems; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Analyzes and tests procedures and information systems for efficiency and effectiveness; formulates logical descriptions of problems and devises optimum solutions; designs and implements new and revised methods that effectively meet the needs of the agency; and analyzes and assists in defining agency disaster recovery responsibilities and procedures.
 - B. Prepares charts, diagrams, tables, flowcharts, and other technical documentation regarding information technology systems and computer applications; analyzes, evaluates, and makes recommendations regarding the development of new and existing procedures, standards, tools, and techniques to improve application development and maintenance; conducts and oversees feasibility studies; and prepares reports outlining study findings and recommendations.
 - C. Assists in the development of policies, procedures, and work plans; confers with management regarding the status and progress of studies and projects being conducted; and coordinates work to ensure the analysis, design, and documentation meets established standards and guidelines.
 - D. Provides technical assistance in the design and modification of new and existing systems; coordinates the development of online help systems, operational manuals, educational materials, technical training, and information programs for automated systems; and maintains and monitors development methodology.
 - E. Provides technical assistance and training to program staff.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and four years full-time, wage-earning experience in systems analysis or business process reengineering

or

Sixty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with twelve semester hours in Computer Science, Management Information Systems, or a related field and two years full-time, wage-earning experience in systems analysis or business process reengineering.

2. Two years full-time, wage-earning project coordination experience.
3. Two years full-time, wage earning experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation program.
4. Criminal justice experience preferred.

B. Knowledge and Skills

1. Knowledge of the limitations and capabilities of computer systems and techniques used in the design of automated and non-automated systems.
2. Knowledge of systems analysis techniques and practices.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill in problem-solving techniques.
7. Skill in public address.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to review technical data and prepare technical reports.

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10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
11. Skill to plan work in order to meet established guidelines.
12. Skill to collect, organize, and analyze technical information.
13. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15 - 44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.