

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SYSTEMS ANALYST IV -
Information Technology

SALARY GROUP: B22

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: Tammy Cannon DATE: 03/01/2012

POSITION #: 008155

I. JOB SUMMARY

Performs highly complex computer systems analysis work. Work involves planning and analyzing user requirements, procedures, and problems to automate processing and to improve existing systems; and assigning and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Determines, implements, and enhances information systems analysis and procedures to ensure integrity of agency systems; and assists in the development of agency systems analysis plans and budgets.
 - B. Analyzes and tests procedures and information systems for efficiency and effectiveness; formulates logical descriptions of problems and devises optimum solutions; and designs and implements new and revised methods that effectively meet the needs of the agency.
 - C. Prepares and oversees the preparation of charts, diagrams, tables, flowcharts, analyses, specifications, and other technical documentation regarding information technology systems or computer applications; analyzes, evaluates, and recommends new and existing procedures, standards, tools, and techniques to serve new purposes and improve work flow; and supervises and conducts feasibility studies and the preparation of reports that include study findings, recommendations, and instructions for proposed system implementation.
 - D. Provides technical expertise in the design and modification of new and existing systems; coordinates the development of new information systems; and maintains and monitors system development methodology.
 - E. Assigns and supervises the work of others.
- * 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. Bachelor's degree 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). Major course work in Computer Science, Criminal Justice, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning information systems planning, systems analysis, and design experience to include project coordination.
3. Experience in the supervision of employees preferred.
4. Criminal justice experience preferred.

B. Knowledge and Skills

1. Knowledge of the capabilities of computer systems and the techniques used in the design of automated systems.
2. Knowledge of systems analysis and programming techniques and practices.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to perform impact analysis from proposed changes to existing data.
5. Skill to review technical documents and prepare technical and managerial reports.
6. Skill in receiving and conveying information and in collecting and organizing technical information.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in administrative problem-solving techniques.

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10. Skill to prioritize multiple projects and perform multiple tasks.

11. Skill to plan, assign, and supervise the work of 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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 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.