

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MANAGEMENT ANALYST II -
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: Lynn Ayala DATE: 04/21/2016

POSITION #: 008202

I. JOB SUMMARY

Performs complex professional administrative and policy analysis work. Work involves conducting organizational studies and evaluations; designing systems and procedures; conducting work simplification studies; preparing operations and procedures manuals to assist management in operating more efficiently and effectively; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Monitors and reviews current information technology (IT) organizational, procedural, and operational systems for effectiveness, efficiency, and conformance to established guidelines, policies, and the agency strategic plan.
- B. Works with program staff to collect and analyze requested program data and prepares responses to requests for information, legislative impact assessments, operational reviews, and grant proposals.
- C. Researches and establishes project objectives, tools and performance indicators, and procedures; prepares comprehensive technical records and reports to interpret and present data; identifies alternatives and makes and justifies recommendations; and composes, reviews, and edits IT planning documents, materials, and related reports.
- D. Designs and conducts agency-wide surveys and reviews of information technology operations to determine efficiency and productivity; compiles and analyzes user input regarding IT services to identify problems, causes, and areas for procedural, operational, or system changes; and prepares reports of findings and recommendations.

* 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 English, Journalism, Business Administration, 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 analysis, research and evaluation, or program administration experience.
3. Technical or research writing experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to develop, evaluate, and implement program operational policies and procedures.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to review technical data and prepare technical reports.
11. Skill to train others.

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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 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.