

TEXAS DEPARTMENT OF CRIMINAL JUSTICE JOB DESCRIPTION

POSITION TITLE: SYSTEMS ANALYST VII -
Solutions Architect

SALARY GROUP: B29

DEPARTMENT: Information Technology Division

Page 1 of 3

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: Frederick Cook DATE: 05/19/2025

POSITION #: 008301

I. JOB SUMMARY

Performs highly advanced and supervisory computer systems analysis work. Work involves directing the planning, budgeting, and analysis of user requirements, procedures, and problems to automate processing and to improve existing systems; and designing and implementing designs using software-programming languages. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Directs and participates in the planning, design, development, implementation, support, and maintenance of information technology security measures to safeguard departmental information; and oversees and participates in the development and execution of enterprise-level strategies and technical direction, including establishing processes and procedures for executing and maintaining technology road maps.
- B. Oversees studies and the preparation of reports that include study findings, recommendations, and instructions for proposed system implementations; formulates logical descriptions of problems; devises and implements optimum solutions; and oversees projects that cross functional agency systems and other state entities that require coordinating, planning, and scheduling during project development and implementation stages.
- C. Oversees and plans and schedules studies and system implementations; oversees and identifies system requirements, develops functional design specifications to meet requirements and solutions to complex operational problems; and oversees and conducts tests and diagnoses systems to ensure critical requirements are met.
- D. Oversees and conducts the training of staff prior to the implementation of technical and computer systems and offers advice and guidance during the implementation process.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SYSTEMS ANALYST VII -
 Solutions Architect

SALARY GROUP: B29

DEPARTMENT: Information Technology Division

Page 2 of 3

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, Computer Information Systems, Management Information Systems or a related field preferred. Each year of experience as described below in excess of the required ten years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Ten years full-time, wage-earning information technology, project management, or enterprise-level solution analysis and provisioning experience.
3. Six years full-time, wage-earning systems analysis, design, and implementation experience.
4. Governmental program experience preferred.
- * Ability to maintain the security and integrity of critical infrastructure as it is defined by state law.

B. Knowledge and Skills

1. Knowledge of the limitations and capabilities of computer systems, the techniques used in the design of automated and non-automated systems, information technology equipment, applicable programming languages, computer hardware and software, and computer operating systems, writing program code, and automated mapping.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate effectively with other staff, departments, officials, agencies, organizations, and the public.
5. Skill in analyzing and solving complex problems.
6. Skill in developing or revising program code.
7. Skill in scheduling, testing, installing, and implementing programs.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SYSTEMS ANALYST VII -
 Solutions Architect

SALARY GROUP: B29

DEPARTMENT: Information Technology Division

Page 3 of 3

8. Skill in troubleshooting complex computer systems.
9. Skill to analyze complex systems and procedures.
10. Skill to write and revise standards and procedures.
11. 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 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, calculator, copier, fax machine, telephone, dolly, and automobile.