Texas Facilities Commission
Employment Opportunities

JOB Vacancy Notice: FY 24-42		
Business Title: Systems Analyst		State Classification: Systems Analyst IV
Salary Group: B23	Salary: $6,250.00 (Month) $75,000.00 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 12/07/2023	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
Division: Chief Operations		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.

JOB SUMMARY:

Performs Windows server and computer systems administration both locally and remotely. Work includes daily administration of the Active Directory environment on both VM's and physical machines. Virtual system management on VMware environments. Installation, configuration, routine maintenance of various servers, workstations and Windows based Operating systems. Provide escalation support for less knowledgeable techs. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. On call 24/7 rotation is required to support systems which impact critical building automation, fire, and security systems services.

ESSENTIAL FUNCTIONS:

- Manages the VMware vSphere environment to include patching, monitoring, and repairing hosts
- Maintains the VMware environment to include installing necessary software updates, installing security updates and patches and maintains overall health of the enterprise VM environment
- Performs systems administration and provides support for servers, systems, and services as part of an enterprise IT operations team; coordinates and maintains the functionality of the systems environment, the implementation of technology solutions, the development of server upgrade plans and procedures, and the installation of operating systems and other software.
- 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.
- Independently initiate, develop, and lead the implementation of best practices, standard operating procedures, and processes for IT service management. Define, implement, measure, and review metrics for IT services that result in continuous efficiency, quality, and systems management improvements.
- Defines and manages the roles and access privileges of individual users and devices to a variety of applications to prevent unauthorized access.
- Oversees and/or evaluates proposals and work products of third-party vendors to determine the quality, accuracy, and completeness.
- Onboards various storage systems and configures datastores to existing environments.
- Monitors and responds to alerts and issues by replacing hardware and working with vendor support to resolves issues.
- Installs and Manages the Enterprise network management software. Responsibilities include setting up alerts for all nodes and ensures asset inventory stays current and complete.
- Assists the Agency's network team with deployment of network hardware and assists with issues related to network environment.
- Deploys devices that supports the Risk Management, BAS and Operations divisions.
- Develops and maintains images for desktops, servers, VM environments and VM templates, etc.
- Set up backup for production systems and ensures they are reliable and available.
- Assists with inventory control of IT assets

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in computer science, MIS, or a related field is generally preferred.
- Six 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.
- Valid State of Texas driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and skill in improving work processes through automation and/or scripting.
- Advanced experience designing, implementing and managing VMware technologies, including vSphere/ESX, VMware View, vCenter, and Site Recovery Manager.
- Advanced experience troubleshooting ESX issues related to storage, network, and performance issues.
- Advanced experience with shell scripting: Windows PowerShell integrated scripting environment or similar.
- Microsoft Windows Server 2012 R2, 2016, 2019, and 2022
- Microsoft SQL Server 2008 R2, 2012, 2014, 2016, 2017, and 2019
- Knowledge of server and workstation systems administration in a virtual and physical environment. Knowledge of hardware and software configuration, troubleshooting of operating systems and applications.
- 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.
- Ability to manage work time appropriately with limited personal distractions.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

- Position requires to be on-call on a rotating basis for emergencies
- Works at multiple locations, mostly in office environment but sometimes in construction sites
- Lifting of IT equipment and repetitive movements

Veterans: Use your military skills to qualify for this position and others at TFC. Go to 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 25B Information Technology Specialist, 255N Network Management Technician (Warrant), CTM Cryptologic Technician (Maintenance), 182X RL-Special Duty Officer-Information Professional Officer, CYB11 Cyber IT, 0679 Data Systems Chief, 0670 Data Systems Engineering Officer (Warrant), 1D7X1 Cyber Defense Operations, 17DX Warfighter Communications 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

Incomplete applications will not be considered.

Conditions of Employment:

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.

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.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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.

WIT Number: 16324832