

JOB VACANCY NOTICE

Texas Lottery Commission
P.O. Box 16630, Austin, Texas 78761-6630
Telephone: (512) 344-5000

Systems Analyst

Posting Number: 090120

Posting Date: 09/04/2020

Closing Date: Open Until Filled

Salary: B22, \$51,614 - \$84,479/yr.

Number of Vacancies: 1 Full Time

FLSA Status: Computer-Exempt / Systems Analyst IV (0255)

Division: Administration

Work Location Address: 611 East 6th Street, Austin, TX 78701

Refer to: Human Resources

Telephone: (512) 344-5000

Job Summary:

Performs highly complex (senior-level) computer systems analysis work. Work involves planning and analyzing user requirements, procedures, and problems to automate processing or to improve existing systems. May assign the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the Programming Team Supervisor.

Minimum Qualifications:

- Graduation from an accredited four-year college or university is required. (Experience in the application design, documentation, and testing of software applications, in excess of the required two years, may be substituted for college on a year-for-year basis).
- Two years experience in the systems analysis, application design, documentation, and testing of software applications is required.
- Two years experience with system documentation (requirements, use cases, ERDs, process models) is required.
- Experience in programming using SQL is preferred.
- Experience with Agile software development is preferred.
- Experience with Texas Department of Information Resources DIR Framework is preferred.
- Experience with creating and maintaining software development standards is preferred.
- Willingness to work irregular hours, including evenings, weekends, and holidays on an as needed basis.

Knowledge, Skills, and Abilities:

- Thorough knowledge of current principles, practices and techniques used in systems analysis and development.
- Knowledge of structured programming techniques and methodologies.
- Skill in inductive and deductive reasoning.
- Skill in solving problems; in scheduling, testing, installing, and implementing programs; and in troubleshooting computer systems.
- Ability to analyze systems and procedures.
- Ability to write and revise standards and procedures.
- Ability to comprehend and analyze decision tables, flowcharts, data flow diagrams, and entity relationship models of complex systems and apply the information to the development of automated systems applications.
- Ability to analyze operations and organize the component parts into a logical system.
- Proven ability and flexibility to learn new software and systems.
- Ability to work in a fast paced and dynamic environment, handle multiple tasks, and meet demanding deadlines.
- Ability to communicate effectively.

- Ability to establish and maintain effective working relationship with IT and agency staff.
- Ability to work independently and in a team environment.
- Ability to interpret State Lottery Act, Lottery Rules, Bingo Enabling Act, and Bingo Rules and Regulations.

Physical and Mental Requirements:

- Must be able to sit or stand for extended periods of time and operate standard office equipment and computer software.

Essential Job Functions:

- Coordinates with users to identify system requirements, develop functional design specifications to meet requirements, and solve complex operational problems.
- Formulates logical descriptions of problems; and devises optimum solutions.
- Coordinates, plans, and schedules the installation or training for new or revised systems and defines business process requirements.
- Analyzes new or existing procedures, information systems, or utility programs for efficiency and effectiveness.
- Tests and diagnoses systems to ensure critical requirements are met.
- Designs, modifies, and implements new or revised systems to serve new purposes or improve workflow.
- Prepares and defines the goals of the system and devises flow charts and diagrams describing logical operational steps of programs.
- May write and update computer application programs.
- Provides technical support as a high-level resource available for problem resolution or new feature creation.
- Interfaces with end-users to assess their needs into precise, testable software requirements.
- Complies with, analyzes and tests new or existing current standards and procedures. May evaluate and recommend action on testing and certification of software and hardware upgrades.
- Designs templates and develops test plans and system documentation.
- Prepares and defines the goals of the system and devises flow charts, use cases, and diagrams describing logical operational steps of programs.
- Oversees and troubleshoots application problems and develops appropriate solutions.
- May act as Product Owner or assist Product Owner with definition of User Stories and backlog prioritization.
- May plan, assign, and/or coordinate the work of others.
- Performs related work as assigned.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

HOW TO APPLY:

Each position applied for must have a separate State of Texas Application for Employment submitted referencing the above position number and title by application deadline to:

Texas Lottery Commission
 Human Resources Department
 Post Office Box 16630
 Austin, Texas 78761-6630

This application may be obtained at the Lottery Headquarters, any Lottery Claim Center, or Texas Workforce Commission offices throughout the State. A completed State of Texas Employment application must be received in our Human Resources office or any Lottery Claim Center statewide by 5:00 p.m. of the closing date stated on the job posting.

Applications submitted via express or overnight delivery mail services should be mailed to the following address:

Texas Lottery Commission
Attention: Human Resources
611 East 6th Street
Austin, Texas 78701

Applications may also be submitted electronically through the Texas Workforce Commission's workintexas.com online system by 11:59 p.m. of the closing date stated on the job posting. When a job opening is posted open until filled, it is best to apply as soon as possible, as the posting may close or be placed on-hold at any time with or without prior notification. Applications will NOT be accepted via fax or email.

Applicants are solely responsible for timely delivery of applications by the deadline.

Proud of Our Diversity - Committed to Equal Employment Opportunities

Applications are not accepted unless submitted for a particular position. Resumes will not be accepted in lieu of the State of Texas application. Only applicants who are invited to interview for the position will be advised of the outcome of the selection process. Tele-conferencing or video-conferencing may be provided for distant interviewees. Selection for the position will be subject to an extensive criminal background investigation. In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office. The State Lottery Act contains provisions that set out causes for rejection if applicable. All positions serve at the will of the Executive Director. Job line information is 1-800-375-6886. Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.

E-Verify

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.