

Listing Number: 476-12-02
Salary: \$55,000 - \$65,000

Opening Date: 10/05/11
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Systems Analyst IV CLASSIFICATION #: Group B22
AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: Austin

REFER TO: Patricia Nalle By Appointment: Yes X No ___ TELEPHONE: 512 490-4022

NUMBER OF OPENINGS: 1 DURATION: Regular XX Seasonal/Summer Job _____
Temporary _____ Will terminate on _____
MERIT SYSTEM: YES X NO _____ Part Time _____ Hours/Week: 40

TYPING: YES X NO ___ W.P.M. 50 No more than 3 errors SHORTHAND: YES ___ NO X W.P.M. _____

TEXAS DRIVER'S LICENSE: YES X NO ___ Operator X Commercial ___ Chauffeur ___

TRAVEL REQUIRED: YES X NO ___ SHIFTS: 1ST ___ 2ND ___ 3RD ___ ROTATING ___

POSTING APPROVED BY: Chuck Trout DATE: 10/4/11
Executive Director

GENERAL DESCRIPTION:

Performs highly complex network and computer systems analysis work in a small agency environment. Work involves installation, monitoring, and support of systems in a local and wide area network including network and security software and appliances, Windows PCs and Windows, Linux, and UNIX servers. Work involves analyzing user requirements, procedures, problems and policies associated with computer and network systems. Performs network design and installation, configuration, monitoring, upgrades, and analysis of network equipment and infrastructure. Evaluates and recommends potential network, security, and systems enhancements. Works in planning and analyzing user, system, and network requirements, procedures and problems to maintain and improve existing systems. May plan, assign and supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- ◆ Oversee and provide guidance and troubleshooting and problem solving relating to computer systems or programs.
- ◆ Oversee studies or preparation of reports that include recommendations, findings, and instructions for proposed system implementations; formulates logical descriptions of problems and devises optimum solutions.
- ◆ Analyze and test new or existing procedures, information systems, or other programs for efficiency and effectiveness.
- ◆ Analyze, define, and assist in agency disaster recovery responsibilities and documenting procedures and policy.
- ◆ Assist with the preparation of cost-benefit and ROI for location, installation, operation, and maintenance of data processing, network, and computer information systems.
- ◆ May evaluate and recommend action on testing and certification of software and hardware upgrades.
- ◆ Perform information systems security administration.
- ◆ Perform network administration.
- ◆ Perform/assist in system administration of Microsoft, Linux and UNIX servers.

- ◆ Maintains the local and wide area network, cables, switches, routers, firewalls, proxies, network appliances, DMZ, VPN, etc.
- ◆ Maintain and monitor the network's physical and logical structures, including all network connections and circuits.
- ◆ Schedule testing of new systems, upgrades and system implementations of network devices.
- ◆ Maintain and upgrade the operating system and security software and hardware of network devices and appliances including routers, firewalls, filters, proxies, IDS, IPS, VPN, DMZ, etc.
- ◆ Identify and secure enhancements to network devices.
- ◆ Perform tuning and capacity planning activities to enhance the performance of network resources.
- ◆ Perform backup, recovery, and archival of files stored on network.
- ◆ Evaluate various hardware and software resources to identify strengths, weaknesses, and potential benefits to agency.
- ◆ Maintain the necessary security controls over software and hardware.
- ◆ May provide training to agency personnel in the effective use of hardware and software.
- ◆ Develop and make presentations and briefings for training sessions and help desk functions.
- ◆ Prepare briefings, reports, schematics, documentation, and evaluations on proposed and existing network systems or related systems and infrastructure.
- ◆ Perform and test upgrades to network software and hardware devices.
- ◆ Install, configure, and support agency PCs and Windows servers and software as needed.
- ◆ Develop or assist in the development and maintenance of security and network documentation, policies, and procedures.
- ◆ Perform installation, upgrades, trouble shooting, support and training for agency hardware and software.
- ◆ Assist in the support of users and PCs in a networked environment.
- ◆ Assist in support of Samba network file systems.

- ◆ Support agency users in the use of IT resources.
- ◆ May assist in support of agency website.
- ◆ Monitor and analyze network and system logs (Cisco, SolarWinds), prepare reports and notify department supervisor of any significant events.
- ◆ Work closely with I.T. Director.
- ◆ Keep abreast of changing technology as it may pertain to the development of future projects or assist in current projects.
- ◆ May be on-call for support outside of the scheduled work day.
- ◆ Work independently, as a team member, and in direct contact with others.
- ◆ Frequent lifting of computer equipment and peripherals during office set-ups, moves, upgrades, etc.
- ◆ May plan, assign, and/or supervise the work of others.
- ◆ Perform related work as assigned.

EXPERIENCE AND EDUCATION

At least 3 years advanced level experience in network systems and network security work to include installation, configuration, and maintenance of routers, switches, IPS and other network appliances. At least 5 years in-depth work installing, configuring and supporting PCs and Windows servers. At least 2 years experience with UNIX/Linux system administration. Graduation from an accredited four-year college or university with major course work in computer science or a related field. Experience may be substituted for college education on a one to one substitution. Cisco or equivalent network certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the practices, principles, and techniques of network and computer operations.

Knowledge of the limitations and capabilities of network and security systems and the techniques used in the design of network and security systems.

Skill in communicating technical material to others.

Ability to effectively create technical installation, configuration and troubleshooting documentation, network and security layouts and configurations as well as end-user documentation.

Extensive familiarity with network and security systems especially Cisco routers and firewalls, Cisco MARS, IPS, switches, network monitoring devices and software as well as experience with VPN, NAT and DMZ. Familiarity with Borderware or similar spam filters,

BlueCoat proxy appliances. In depth understanding of anti-virus, anti-spam, anti-spyware products and risks associated with network access.

Knowledge of network facilities and traffic, of personal computer hardware and software and network operating system and security software, and of performance monitoring and capacity management tools.

Experience with SolarWinds Orion NPM.

Ability to recognize, analyze, and resolve network problems in a UNIX (Solaris) and Windows environment.

Experience with UNIX system administration.

Experience with HTML, XML, Samba and LDAP.

Experience with advanced software including Visio and Adobe Dreamweaver preferred.

Proficient in Office 2007.

Ability to analyze systems and procedures; to write and revise standards and procedures; to handle multiple projects; to communicate effectively; and to plan, assign, and/or supervise the work of others.

Ability to establish and maintain effective working relations with team members, users and vendors.

Ability to work occasional overtime and/or a flexible schedule as needed to meet required deadlines or handle trouble tickets.

Ability to travel as necessary

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title by the posting date above to: Texas Racing Commission, Attention: Patricia Nalle P. O. Box 12080, Austin, TX 78711-2080 or to jobs@txrc.state.tx.us. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://racing.texas.gov>. Resumes may be submitted in addition to but not in lieu of the employment application.

TEXAS WORKFORCE COMMISSION

Date posted on site: _____