



# OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

## JOB VACANCY NOTICE

**Posting Date:** November 5, 2015

**Closing Date:** Until Filled

**Job Listing Identification Number:** OCA-212-16-20

**State Classification Number and Salary Group:**  
1868/B26

**State Job Title:** Management Analyst V

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Business Analyst

**Location:** Austin, Texas

**Monthly Salary Range:** \$5784.59 - \$6469.00

**Type of Job:**  Full Time  Part Time

**Remarks:** Salary commensurate with experience. This position is grant funded through September 30, 2016. Although grant funding may continue, it is not guaranteed.

**Travel Required:**  Yes (< 5%)  No

**Job Description:** Work involves acting as a liaison for the project's technical and functional teams with law enforcement, municipal and justice courts, TxDOT, DPS and OCA to facilitate the collection and documentation of standardized data elements for citations, including standardized codes where possible. Work involves evaluating systems and procedures necessary to prepare a functional requirements document that will facilitate the publication of a Request for Offer (RFO) to implement the system. Works with the project manager to ensure successful completion of all deliverables. Communicates with the project manager, project stakeholders, management, and other relevant parties. May coordinates the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Performs related work as assigned.

### Essential Job Functions:

- Analyzes current workflow and develops functional requirement documents.
- Routinely performs preparation, advanced reviews, and evaluation of project deliverables.
- Provides technical and functional guidance throughout the project.
- Works with confidential information and maintains security procedures such as encryption of email communications as necessary.
- Works with the project manager to monitor and ensure quality of project deliverables.
- Documents, presents, and resolves issues identified throughout the project.
- Ensures affected functions or groups are identified and works with them to negotiate process changes and manages project impact.
- Identifies and tracks issues through to resolution. Escalates issues and proposed solutions to the project manager when appropriate.
- Participates in project meetings and communications as needed.
- Coordinates project activities with other state agencies and judicial entities.
- Other duties as assigned.

**Minimum Qualifications:**

- A bachelor's degree from an accredited four-year college or university in computer information systems, accounting, management information systems or relevant field of study. Experience may substitution for education on a year for year basis.
- Four years of experience in business analysis, system analysis, or equivalent.
- Knowledge of project management theories and practices applicable to highly complex projects.
- Skill in operating computers and applicable computer software.
- Strong analytical and problem solving skills.
- Excellent oral and written communication skills with experience presenting project information.
- Ability to manage project activities; to establish project goals and objectives; to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to identify project risks and gaps; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work of others.
- Proficient in Microsoft Office applications, or similar software.

**Preferred Qualifications:**

- Knowledge of the Texas Judicial System.
- Graduation from an accredited four-year college or university with a Bachelor's degree in accounting, computer information systems, management information systems, or relevant field of study.
- Familiarity working with Microsoft Office products.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.  
30A, 25, MGT15, 0205, 0510

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to [ocajobs@txcourts.gov](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://WorkinTexas.com). Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

**The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.**

**In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.**