



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: January 26, 2016

Closing Date: Open Until filled

Job Listing Identification Number: OCA-212-16-25

State Classification Number/Salary Group:
0257/B26

State Job Title: Systems Analyst VI

FLSA Status: Exempt Non-Exempt

Agency Job Title: Infrastructure Technology Manager

Location: Austin, Texas

Monthly Salary Range: \$6,455.00 - \$7,166.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience

Travel Required: Yes No 5%

Job Description: Performs highly advanced, managerial (senior-level) computer systems analysis work. Work involves planning, budgeting, and analyzing business needs and problems to improve existing infrastructure systems for the Office of Court Administration, the state appellate courts, and other judicial agencies and courts. Provides technical direction and guidance to staff. Oversees infrastructure planning, implementation, testing and performance tuning activities. Plans, assigns, and supervises the work of others. May oversee contracts with infrastructure vendors. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment. Position reports to the Deputy Director of Information Services. May have other duties as assigned.

Essential Job Functions:

- Effectively manages the Infrastructure staff. Coordinates team schedules to ensure coverage over breaks, weekends, holidays and after-hours.
- Communicates and coordinates effectively with IS management, OCA staff, and outside entities regarding IS technology projects, policies, issues, and day-to-day activities. Escalates issues and proposes solutions to IS management when appropriate.
- Works with IS management to develop and implement strategic planning for server hardware, software, networks and cloud-based solutions. Evaluates appropriate hardware and software technologies for potential acquisition. Maintains a knowledge base of current and preferred software technology solutions.
- Works with IS management to develop, document, and implement standard infrastructure programs such as, but not limited to, data backup and recovery, software asset management, hardware asset management, software/hardware/network monitoring programs, patch management, and change management.
- Works with the infrastructure staff to ensure that off-the-shelf software, workstations, printers, servers and networks serviced by OCA are appropriately documented, maintained, updated and are available for use by the end users.
- Works with IS Management, Project Managers and the infrastructure team to analyze requests and determines timeframe, costs, and staffing requirements. May coordinate with other state agencies or departments.

- Participates with application development team in infrastructure planning and testing as it relates to infrastructure performance.
- Monitors status of support requests assigned to the team to ensure timely resolution. Identifies service failures, documents opportunities for improvement and proposes solutions to implement improvements.
- Establishes and maintains an effective staff training program for Infrastructure team. Identifies training needs, determines most effective and efficient training methods, and provides cross-training opportunities for staff.
- May conduct presentations regarding status, scope, or strategic vision of infrastructure projects to internal and external entities.
- Works with OCA project managers to develop and execute project plans including the development of timelines, action items, deliverables, risks and mitigation strategies. Oversees infrastructure team project activities and addresses schedule delays.
- Participates in the Information Technology planning and budget process.

Minimum Qualifications:

- Graduation from an accredited four-year college or university. Each additional year over the minimum experience requirement may be substituted for a year (30 semester hours) of the required education.
- At least two years managing a team within an Information Technology department OR at least four years in a leadership role of an infrastructure team.
- Ability to communicate effectively (both written and verbally) and prepare clearly written documentation on technical matters, in non-technical terms.
- Ability to identify problems, evaluate alternatives, propose solutions, and implement effective solutions.

Preferred Qualifications:

- Experience and understanding of current technology in a Microsoft server/application environment.
- Experience and understanding of networking concepts in a Cisco network environment.
- Experience in overseeing vendor contracts.

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.
255A, 255S, 53A, 181X, 182X, 642X, 644X, 742X, 744X, 26, 030, C4I11, ISM, 8848, 8858

Additional Military Crosswalk information can be accessed at

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

Send a 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 or fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at 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 Tracie Reyher, the Office of Court Administration's Human Resources Specialist, at 512/936-1611.