

OFFICE OF COURT ADMINISTRATION

Carl Reynolds
Administrative Director

JOB VACANCY NOTICE

Posting Date: November 12, 2007

Closing Date: November 23, 2007

Job Listing Identification Number: OCA-212-08-05

State Classification Number and Step: 0257/B14

State Job Title: Systems Analyst IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Requirements Analyst

Location: Austin, Texas

Monthly Salary Range: \$5,170 -- \$5,430

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience

Travel Required: Yes 5% No

Job Description: Performs high level work in managing requirements. Primary responsibilities of this position are to identify and document requirements, coordinate and communicate with internal and external stakeholders about projects, evaluate vendor offerings, monitor vendor performance, and provide technical assistance with project implementation and operation. Participate with the project lead on the planning, organization, and coordination with stakeholders in state agencies and courts on the development of court information projects. Develop plans for project sustainability and maintenance. Work also involves researching specifications and coordinating with purchasing personnel on formal information gathering from IT vendors, and coordination with judicial organizations. This position will assist the project lead in preparing presentations and communiqués to stakeholders. Work is coordinated with the project lead, with considerable latitude for independent judgment and initiative.

Essential Job Functions:

1. Works with internal and external customers to identify project requirements
 - a. Convene and participate in stakeholder meetings.
 - b. Solicit stakeholder input through phone calls, emails, surveys, or other means.
 - c. Send emails or create newsletters to keep stakeholders informed of progress.
 - d. Market projects to potential customers to raise awareness and engage new participants.
 - e. Review with OCA staff and management on administrative needs of the project and the agency.
 - f. Identify and synthesize related efforts in courts elsewhere in Texas and the U.S.
2. Engage vendors and work on finalizing one or more contracts
 - a. Prepare statements of work for Requests for Proposals.
 - b. Participate in formal vendor evaluation processes.
 - c. Involve management and stakeholders in procurement processes.
3. Enable court systems by applying national or state data standards to the fullest extent possible.
 - a. Research applicable data- and functional standards applicable to the subject matter.
 - b. Analyze any available standards for appropriateness.
 - c. Determine if external standards could be adapted for use in Texas.
 - d. Make decisions or recommendations on use of standards from other entities.

4. Manage contracted vendors to assure they are meeting contract performance standards
 - a. Monitor vendor project schedule.
 - b. Identify appropriate techniques to assure vendor compliance to contract terms.
 - c. Notify vendor, OCA management, and stakeholders of vendor performance issues.
5. Other duties to be assigned as necessary

Minimum Qualifications:

- Graduation from an accredited four-year university with major coursework in information systems, business, public administration, or related field. (Relevant experience may be substituted for education.)
- Five years professional experience working full time as an information technologist, dealing with application software, requirements and contracts.
- Experience using word processing and spreadsheet applications is required.

Preferred Qualifications:

- Experience documenting requirements for business software applications.
- Knowledge of court case management systems.
- Experience working with courts on process or IT issues.
- Knowledge of justice data standards.
- State of Texas purchasing knowledge and experience.
- Experience managing IT purchases or contracts.
- Prefer experience with Microsoft Word and Microsoft Excel.

Employment Conditions:

- Background check will be required.
- Operate a motor vehicle.
- Sit for long periods of time.
- Operate office equipment and computer systems.
- Requires some lifting up to 40 pounds.

Send completed State Job Application Form to Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701 or fax to (512) 936-7563. 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.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, 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 Kate Oehlers, the Office of Court Administration's Human Resources Manager, at (512) 936-1611.