

# State Office of Risk Management

## Job Announcement

State Office of Risk Management

**POSTING NUMBER:** 21-0426

**JOB TITLE:** Systems Analyst IV

**MONTHLY SALARY:** \$5,660.42

**POSTING DATE:** June 2, 2021

**LOCATION:** 300 West 15th Street, 6th Floor, Austin, TX 78701

**WORKING TITLE:** Systems Analyst

**DURATION:** Until Filled

### **GENERAL DESCRIPTION**

The State Office of Risk Management (SORM) is looking for a talented and motivated Systems Analyst who is passionate about systems and data analysis. As the Systems Analyst, you will perform an advanced analysis of user requirements, reports, procedures, and problems to automate processing or to improve existing systems. You will assist with testing and quality control of new system implementations and oversee software development activities for on-premise and cloud-based systems, improve workflows, ensure and secure data integrity. We currently have legacy systems and associated programs that we need you to assess for process improvement and/or replacement. You will be responsible for aligning and coordinating IT projects for better efficiency and security of applications and help us ensure stability of various systems by developing an understanding of the dependencies and interdependencies of multiple systems, including identifying vulnerabilities and the risks associated with them. If you're a curious IT professional and are interested in learning more about this opportunity, please submit your application.

### **ESSENTIAL JOB FUNCTIONS**

Analyzes, plans, and recommends system implementations, replacements, improvements, and deprecations of legacy applications  
Utilizes and manages software applications and software tools to configure workflows, data interfaces, custom reports, and codes list.  
Maintains automated logs of changes to software applications or tools and codes lists  
Oversees Information Technology initiatives for effective implementation, increased efficiencies, and reduced disruptions to SORM staff and other systems  
Supports the implementation of enterprise-wide change through active participation with business owners, technical experts and steering committee participants  
Evaluates current systems, processes, and technologies to align services with business needs  
Creates and uses assessments to generate technology roadmaps and recommend more efficient solutions  
Automates critical line of business applications to streamline customer services  
Develops IT infrastructure best practices to enhance existing or create new functionalities for customers and improved business outcomes  
Ensures consistent performance across SORM's systems that house operational data to ensure real time accessibility and security  
Establishes or enhances business resiliency so SORM can quickly adapt during disruptions while maintaining continuous business operations  
Conducts risk assessments to identify assets, threats, vulnerabilities, weaknesses, and countermeasures for each IT service and applicable systems  
Analyzes and determines precise effects of any type of risk on systems, the severity of the impact of each risk, duration of each risk, and recovery resources, time, and costs including overall impact on SORM  
Proactively reduces the risk of negative impacts/threats on various and interdependent systems by identifying key processing dependencies and vulnerabilities which could cause disruption or failure  
Deploys tactics to reduce vulnerabilities, safeguard people and assets, and avoid significant interruptions to daily operations  
Assists centralizing security architecture to optimize performance, availability, and security  
Assists preparing security-related proof of concept (POC) to provide tangible and demonstrable outcomes for new and improved security technology  
Coordinates evaluation of any data feed exceptions that require subjective resolutions as needed  
Responsible for learning and disseminating information on the features and capabilities of cloud-based case management software and/or systems  
Assists with training others on the features and capabilities of cloud-based case management software and/or systems  
Coordinates evaluation of any data feed exceptions that require subjective resolutions as needed  
Performs related work as assigned  
Maintains relevant knowledge necessary to perform essential job functions  
Attends work regularly in compliance with agreed-upon work schedule  
Ensures security and confidentiality of sensitive and/or protected information  
Complies with all agency policies and procedures, including those pertaining to ethics and integrity

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or equivalent  
Experience: Supporting, maintaining, and enhancing applications and systems in a hybrid environment  
Experience: Deprecating legacy systems and implementing new systems  
Experience: Three years of experience using SQL to extract, mine data, and run queries  
Knowledge: Researching and mitigating vulnerabilities across multiple dependent and interdependent systems  
Knowledge: Migration and/or configuration and maintenance of cloud-based solutions/systems  
Skill in handling multiple tasks, prioritizing, and meeting deadlines  
Skill in effective oral and written communication [Writing sample required at time of application and administered at the time of interview]  
Skill in exercising sound judgment and effective decision making  
Ability to receive and respond positively to constructive feedback  
Ability to work cooperatively with others in a professional office environment  
Ability to provide excellent customer service  
Ability to arrange for personal transportation for business-related travel  
Ability to work more than 40 hours as needed and in compliance with the FLSA  
Ability to lift and relocate 30 lbs.  
Ability to travel (including overnight travel) up to 5%

### **PREFERRED QUALIFICATIONS**

Education: Four-year college degree in computer science or equivalent  
Experience: Devising and implementing strategies to mitigate vulnerabilities and weaknesses across various on-premise and cloud-based systems  
Experience: Five years of experience using SQL to extract, mine data, and run queries  
Experience: Cloud-based computing including design and use of cloud-based tools and technologies  
Knowledge: Deploying or implementing system improvements or replacements effectively and efficiently  
Ability to work collaboratively across multiple departments  
Ability to work with vendors and internal staff to implement new cloud – based systems and/or software

**TO APPLY**

All applications for employment with the State Office of Risk Management must be submitted electronically through [www.WorkInTexas.com](http://www.WorkInTexas.com). A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_InformationTechnology.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf)

**THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER**