

# TEXAS BOARD OF NURSING

Position Description

March 2019

- I. **TITLE:** Systems Analyst VI (0257) (B26)  
Information Resource Manager
  
- II. **DEFINITION:** Performs managerial, advanced, senior-level computer systems analysis work, such as planning, defining specific procedures for accomplishing tasks, staff requirements and use, equipment requirements, acquisitions and use, organizational structure and use of space. Manages and performs database administration, system/network administration, web administration, E-Mail systems, programming for the agency and management of all associated peripheral equipment. Supervises Information Services operations, user support and user training. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.
  
- III. **QUALIFICATIONS:**
  - A. **Personal**
    1. High degree of personal integrity
    2. Self-reliant and self-starter capable of independent work
    3. Motivated to accomplish assigned tasks efficiently and effectively
    4. Communicates effectively with co-workers and public
    5. Good vision, noise tolerance
  
  - B. **Educational/Experience**
    1. Graduation from an accredited four-year college or university with major course work in computer science. Computer continuing education, certification and experience may be substituted computer science college courses.
    2. Experience in systems analysis and design work.
    3. Experience in database administration and design work.
    4. Experience in object oriented and SQL programming and design work.
    5. Experience in E-Mail Administration including Microsoft Office 365.
    6. Experience in project management.
    7. Experience in supervising information technology staff.
  
  - C. **Knowledge, Skills and Abilities**
    1. Knowledge of the limitations and capabilities of computer systems and of the techniques used in the design of non-automated systems.
    2. Knowledge of Intranet/Internet capabilities, techniques and procedures.
    3. Knowledge of data processing input/output using computer systems.
    4. Familiar with operating systems, data base software and programming languages, prefer Ubuntu Linux, Windows 10, Windows Server 2008/2012, SQL Server 2012, Microsoft Azure, Microsoft Exchange Server, and Microsoft Office/Office 365.
    5. Ability to independently diagnose and correct system problems, both documented and undocumented.
  
- IV. **WORK SUPERVISED BY:** Director, Operations

**V. FUNCTIONS:**

- A. Supervise agency IS Operations. If needed, must be able to perform all supervised functions to keep agency work on schedule. Functions consist of:
  - 1. Back-up records, mounting and dismounting tapes, cartridges, and other media to protect agencies records in the event of equipment failure
  - 2. Assist internal customers with PC hardware, software and telephone problems.
  - 3. Train agency personnel in the use of PC hardware, software and telephone functions.
- B. Monitors agency's computer systems and performs system administration.
- C. Plans, designs and schedules system implementations and/or revised methods that more effectively meet agency needs.
- D. Oversees agency's disaster recovery procedures for critical systems and general procedures as related to the functions in IS.
- E. Analyze request for computer programs, clarify needs with the section representatives and create new computer programs and/or modify existing computer programs to sections specifications.
- F. Formulates logical descriptions of problems and devises optimum solutions.
- G. Determines equipment needs, advises management and procures approved expenditures.
- H. Details input/output record formats for computer programs and designs forms and writes instructions for their use.
- I. Develops and implements agency strategic planning actions and makes recommendations to management regarding effectiveness.
- J. Manages and tests agency IT security systems.
- K. Analyzes agency licensing, education and enforcement systems and recommends IT solutions.
- L. Agency project manager for Optimal Regulatory Board System (ORBS).
- M. Serve as agency information resource manager.
- N. Perform related duties as assigned.

**VI. CONDITIONS OF EMPLOYMENT:**

- A. Refer to personnel policies
- B. This position is exempt from the Fair Labors Standards Act