CITY OF HOUSTON

Job Posting

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1 ***Applications accepted from:*** **ALL PERSONS INTERESTED**

2	***Job Classification***	**SYSTEMS SUPPORT ANALYST II**
3	***Posting Number***	**PN# 106749**
4	***Department***	**Department of Public Works & Engineering**
5	***Division***	**Resource Management Division**
6	***Section***	**Utility Customer Service Section**
7	***Reporting Location***	**4200 Leeland**
8	***Workdays & Hours***	**8:00 am – 5:00 pm; M-F.***

***Subject to change**

9 ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***

Under moderate supervision, maintains one or more operating systems software packages. Acts as liaison between user and computer operations in handling activities necessary to the operation of the data center. Analyzes operational procedures to devise more efficient methods of maintaining the data center. Installs and maintains software products. Gathers and organizes information on problems or procedures including present operating procedures. Assists in resolving problems between programming and computer operations related to systems software and/or operational procedures. Reports on systems administration and utilization.

10 ***WORKING CONDITIONS***

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***

Requires a Bachelor's degree in Business, Engineering, Computer Science, Economics or closely related field.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***

Two (2) years of experience in data communications analysis and design, programming systems design and maintenance, operating systems software support or a closely related field is required. Directly related experience may be substituted for education requirements on a year-for-year basis.

13 ***MINIMUM LICENSE REQUIREMENTS***

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 ***PREFERENCES***

Experience in troubleshooting and resolving issues related to MVS, ISPF/TSO, COBOL, Visual Age Generator, Open VMS, UNIX, Linux, AIX, Oracle, DB2 and System Administration.

15 ***SELECTION/SKILLS TESTS REQUIRED*** None

However, The Department may administer a skill assessment evaluation.

16 ***SAFETY IMPACT POSITION*** ■ **Yes** ☐ **No**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 ***SALARY INFORMATION***

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 19

$1,094 - $1,491 Biweekly $28,444 - $38,766 Annually

OPENING DATE September 14, 2005

19 ***CLOSING DATE*** September 27, 2005

20 ***APPLICATION PROCEDURES***

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status**. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer