

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Network Specialist (Network Specialist IV)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2019-19

Division: Agency Operations

Salary*: \$4,301.17 - \$5,670.50/month

(Commensurate with Qualifications)

Salary Group: B22

Class: 0290

Type: Full-time Part-time Temporary

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: December 11, 2018

Closing Date: Open Until Filled

Hours Per Week: 40

Established Work Hours: 8:00–5:00, M-F

(Flextime may be available with supervisory approval)

FLSA:** Exempt

EEO Category: Technical

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

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

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation with your State of Texas Application. Documentation must be provided before a Veteran Preference can be granted. Required documentation is as follows: Veteran – DD Form 214; Surviving Spouse of a Veteran who has not remarried – Marriage Certificate and DD Form 1300; Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300.

GENERAL DESCRIPTION

Perform highly complex (senior-level) network work. Work involves coordinating activities associated with a local area network or wide area network, Internet and intranet systems, and other data networks; coordinating network design and installation, policy development, training, monitoring, and analysis of existing hardware and software; and evaluating potential network enhancements. May supervise the work of others. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Coordinate the design and maintenance of local area network implementations.
- Coordinate performance tuning and capacity planning activities to enhance the performance of the network resources.
- Evaluate various hardware and software resources to identify strengths, weaknesses, and potential benefits to the agency.
- Evaluate policies and procedures designed to ensure the integrity of the local area network or wide area network environment and provides recommendations to improve them.
- Evaluate network technologies for potential acquisition.

- Assess future information requirements to develop long-range and comprehensive local area network or wide area network plans.
- Support migration to new network operating system levels.
- Ensure that appropriate network management software is available and effectively used. Determine standards on network security.
- Monitor the operational network environment and takes corrective measures to ensure efficient performance.
- Design or coordinates the designing of the procedures necessary to save and recover local area network or wide area network environments from hardware and software failures.
- Assist with the preparation of budget recommendations for network facilities, with the analysis of user support statistics, and with the implementation of appropriate measures.
- Assist with the development and maintenance of procedures to facilitate network administration.
- Assist with the development of goals and objectives for the development and use of an efficient and cost-effective network.
- Serve as the backup to the agency DCS Customer Representative.
- Assist in resolving performance issues relating to the State Data Center and the PUC network.
- May assist in information systems security administration.
- May supervise the work of others.

MINIMUM QUALIFICATIONS

If a college degree or a particular educational certificate is a minimum required qualification, official or unofficial transcripts must be submitted with the application.

- Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field, plus one year experience working with local or wide area networks.
- Experience and education may be substituted for one another on a year for year basis.
- Five (5) years' experience with Windows Server, Active Directory, Group Policy and Windows Desktop Support.
- Three (3) years' experience with wireless administration, Office 365 Administration, working with firewalls and administering virus software.

PREFERRED QUALIFICATIONS

- Ten (10) years' experience with Windows Server, Active Directory and Group Policy.
- Five (5) years' experience with firewall administration.
- Experience with State of Tx DCS project.
- Experience with KACE Appliances.
- Experience with Dell Switches.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of network facilities and data processing techniques, of personal computer hardware and software, of network operating system and security software, and of performance monitoring and capacity management tools.
- Knowledge of Microsoft Windows Server, Active Directory Services, Group Policy, MS Window 10 and Office Suite.
- Knowledge of DHCP and DNS
- Knowledge of Microsoft PowerShell scripting and Microsoft Office 365.
- Knowledge of imaging and patch management tools.
- Knowledge of firewalls
- Knowledge of virus software administration
- Knowledge of network equipment hardware, software and performance monitoring
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Strong organizational skills.
- Strong aptitude to recognize, analyze and resolve specific network problems.
- Strong aptitude to troubleshoot system problems; diagnose and solve hardware or software faults.
- Ability to work effectively in a team environment.
- Ability to recognize, analyze, and resolve network problems; to communicate effectively orally and in writing; and to train and supervise the work of others.
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.