



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY16-25		
Business Title: Security Program Specialist	State Classification: Program Specialist III	
Salary Group: B19	Salary: (\$3,520.33 - \$5,746.66) /Month	Hours/Week: 8:00am – 5:00pm, M-F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 11/20/2015	FLSA Status: Exempt	Hours: 40
Closing Date: 12/03/2015	Shift Differential: N/A	Openings: 1
Division: Risk Management	Program: Security Controls	

*Must be able to work flexible hours during a legislative session and as needed.

JOB SUMMARY: Performs complex (journey-level) consultative and technical assistance work for the Security Controls program of the Risk Management division. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, or the general public; performing complex computer systems analysis; and planning, budgeting, and analyzing user requirements, procedures, and problems to automate processing or to improve existing systems within the Capitol Complex Security network systems. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Designs and implements new or revised program methods and practices that effectively meet agency needs for security systems.
- ◆ Coordinates, plans, and schedules the installation of and/or training for new or revised security systems.
- ◆ Determines operational, technical, and support requirements for the location, installation, operation, and maintenance of data communications, security systems, and control room equipment.
- ◆ Analyzes and tests and/or oversees the analysis and testing of new or existing procedures, information systems, or utility programs for efficiency and effectiveness of security systems.
- ◆ Schedules studies and system implementations.
- ◆ Prepares and/or oversees the preparation of reports, recommendations, and instructions for proposed system implementations; formulates logical descriptions of problems and devises optimum solutions.
- ◆ Repairs and maintains and/or oversees the repair and maintenance of security equipment that operates primarily on the basis of mechanical (not electronic) principles.
- ◆ Repairs and maintains and/or oversees the repair and maintenance of electronic equipment that operates primarily on the basis of electrical or electronic (not mechanical) principles.
- ◆ Monitors the interface of systems and subsystems and software applications.
- ◆ Analyzes and assists in defining agency disaster recovery responsibilities and procedures for security systems.
- ◆ Oversees the maintenance of security systems, including S2 Systems, C-Cure, Win DSX, Lenel, badge readers, cameras, and video management systems.
- ◆ Provides technical assistance in the program area.
- ◆ May train others.
- ◆ Plans, assigns, and or supervises the work of others.
- ◆ Performs related work as assigned.



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MINIMUM QUALIFICATIONS:

- ◆ Graduation from an accredited four-year college or university with major course work in electronics, computer science, or a related field.
- ◆ Three (3) years of experience in commercial security systems, including security badge, camera and entry lock systems.
- ◆ Education and experience may be substituted for one another on a year-for-year basis.

KNOWLEDGE, SKILLS, & ABILITIES:

- ◆ Working knowledge of commercial security systems and surveillance systems.
- ◆ Working knowledge of procedures for troubleshooting and maintaining electric and mechanical systems.
- ◆ Working knowledge of the techniques used in the design on automated systems.
- ◆ Working knowledge of computer hardware and software, including automated mapping; and of computer operating systems.
- ◆ Knowledge of program planning and implementation.
- ◆ Knowledge of applicable state and federal rules, regulations, and policies, including safety practices and procedures.
- ◆ Skill in the use of electronic equipment and tools.
- ◆ Skill in the use of personal computers and applicable programs, applications, and systems.
- ◆ Skill in the installation of equipment, machines, wiring, and programs; and in determining and performing routine maintenance.
- ◆ Ability to analyze systems and procedures; to develop and implement policies and procedures.
- ◆ Ability to establish goals and objectives; and to devise solutions to administrative problems.
- ◆ Ability to develop and maintain effective working relationships with others.
- ◆ Ability to train others.
- ◆ Ability to supervise the work of others.
- ◆ Ability to communicate effectively, both orally and in writing.

Physical Requirements and/or Working Conditions: This position requires the ability to stoop, bend, lift and stand for prolonged periods of time.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 1550 Staff Services Officer I, 92A Automated Logistical Specialist, 90A Logistics, LS Logistic Specialist, 641X LDO-Administration, SK Storekeeper, 0491 Logistics/Mobility Chief, 2102 Ordnance Officer, 2G0x1 Logistics Plans, 30C0 Support Commander, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

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Note: Effective September 1, 2015, to apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

Incomplete applications will not be considered.

Conditions of Employment: Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form.

Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: Job Posting ID 6421457

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