TEXAS ETHICS COMMISSION
JOB VACANCY NOTICE

Opening Date: **August 23, 2019**   Closing Date: **Until Filled**

Job Posting Number: **19-15**   Work In Texas Posting Number: **13779607**

Number of Vacancies: **1**   FLSA Status: ☒ **Exempt** ☐ Non-Exempt

State Job Title: **Programmer I**   State Classification and Salary Group: **0241/B19**

Travel Required: ☐ **Yes**   ☒ No   Type of Job: ☒**Full Time**☐ Part Time ☐ Temporary

Salary Range: **$47,300** Annual

Division: **Computer Services**

Work Location: **Sam Houston Building, 10th Floor, 201 E. 14th Street, Austin, Texas 78701**

How to Apply: **REFER TO**: Human Resources   **TELEPHONE**: (512) 463-5784
E-Mail: cristina.hernandez@ethics.state.tx.us   TDD (800) 735-2989 (Relay Texas)

REMARKS (application procedure, special requirements):

- A State of Texas employment application must be completed.

- Employment applications may be obtained from the Texas Ethics Commission website at *https://www.ethics.state.tx.us/about/* or you may contact Human Resources at (512) 463-5784.

- Applications must be Hand-Delivered, Mailed or e-Mailed, directly to the Texas Ethics Commission. Faxed applications will NOT be accepted. No resumes, without a completed State of Texas Employment application, will be considered.

- Any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Human Resources.

- The Texas Ethics Commission is in a smoke-free building.

DUE TO THE HIGH VOLUME OF APPLICATIONS WE DO NOT ACCEPT TELEPHONE CALLS. ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

THE TEXAS ETHICS COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

JOB DESCRIPTION:

Performs routine to moderately complex (journey-level) computer programming work. Work involves analyzing system specifications to develop software for computer applications; developing solution software; documenting the methods and procedures used in software development; and testing, correcting, and revising software. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS:

• Provide customer support for the agency's online software applications.

• Analyze users' needs; design, test, and develop software to meet those needs.

• Develop routine code and debug software.

• Analyze proposed applications for equipment requirements and capabilities.

• Analyze, review, and revise software to increase operating efficiency or to adapt to new procedures.

• Compile and document procedures used throughout software development and revision.

• Prepare detailed workflow charts and diagrams that describe input, output, and logical operation and converts them into a series of instructions coded in a programming language.

• Assist in performing research and the analysis required for project proposals, software and systems modifications, and new projects.

• Assist in developing requirements and capabilities for proposed applications.

• Assist in developing equipment requirements and capabilities for proposed computer applications.

• Assist in analyzing software problems and developing solutions.

• Perform related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

- • Major Computer Science coursework form an accredited four-year college or university.

- • 1 year full time experience in software engineering.

Preferred Qualifications:

- • Graduation from an accredited four-year college or university with B.S. or M.S. in Computer Science or Computer Engineering

- • Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

• Experience with Java, JavaScript, HTML, PHP, shell script, SQL.

• Experience writing SQL queries.

• Experience with Unix/Linux operating systems.

• Knowledge of the principles, practices, and techniques of computer programming and systems analysis; of computer operations procedures and systems; of computer programming languages; and of database systems.

• Skill in problem solving, in critical thinking, in computer programming, in the use of computer hardware and software, and in modifying or developing software for software applications.

• Ability to process information logically; to design programs and systems logic; to prepare program specifications; to code, test, and debug software; to interpret technical information related to programming and other areas of data processing; and to communicate effectively.

• Ability to establish and maintain harmonious working relationships with co-workers, agency staff, and external contacts.

• Work effectively in a professional team environment.

REGISTRATION, CERTIFICATION, OR LICENSURE

• Not Applicable

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed in a standard office environment and requires:

> • Ability to remain in a seated position for long periods of time.
>
> • Ability to lift up to 35 lbs.
>
> • Normal cognitive abilities including the ability to learn, recall, and apply certain practices and policies.
>
> • Marginal or corrected visual and auditory requirements.
>
> • Constant use of personal computers, copiers, printers, and telephones.
>
> • The ability to move about the office to access file cabinets and office machinery.
>
> • The ability to work under deadlines, as a team member, and in direct contact with others.
>
> • Confidentiality - must be able to responsibly handle sensitive and confidential information and situations.

WORK EXPECTATIONS:

Must be able to:

- Regularly, reliably, and punctually attend work.

- Work extended hours as necessary.

- Show flexibility and adaptability toward changes in assignments and work schedules.

- Adhere to the agency's internal management policies and procedures; and

- Exhibit work behaviors consistent with agency core values.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 43-6014.00 Secretaries and Administrative Assistants, Except Legal, Medical and Executive, 92A, PS, 641X, 0111 and 3A1X1 or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply.

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

E-VERIFY:

This employer 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.