

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Programmer (Programmer 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: 2019-25

Division: Agency Operations

Salary*: \$4,598.67 - \$5,000.00/month

(Commensurate with Qualifications)

Salary Group: B23

Class: 0243

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: January 15, 2019

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 computer programming work. Work involves assisting in the planning and scheduling programming projects; coordinating programming projects; analyzing proposed computer applications; preparing and developing programs; and providing technical programming assistance. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Analyze proposed websites and business applications in terms of hardware requirements and capabilities.
- Analyze, review, and revise programs to increase operating efficiency or to adapt to new business processes and procedures.
- Analyze software problems, develop and implement solutions.
- Consult with application development team lead to schedule work and coordinate programming projects.
- Prepare test data, code, and debug programs as outlined by technical and functional business requirements.
- Prepare documentation for use during implementation and training of new websites and business applications.
- Prepare and develop instructions or manuals to provide guidance to end users.
- Prepare detailed analyses, plans, diagrams, and procedures for existing and proposed websites and business applications.

- Performs research and the analysis required for new project proposal's, software and business system modifications.
- Assist in developing hardware requirements and capabilities for proposed websites and applications.
- Assist in developing standards and procedures for application development staff.
- May assist in the development or installation of systems software.
- May develop and implement specialized programs to supplement and enhance business applications and systems.

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.
- Experience and education may be substituted for one another on a year for year basis.
- Four (4) years full time wage earning experience in website development and maintenance, computer programming and application design, development, implementation and support work.

PREFERRED QUALIFICATIONS

- Experience in supporting an enterprise MSO365 SharePoint environment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices, and techniques of computer programming and systems analysis; and of website development and maintenance.
- Knowledge of Visual Basic 6, ASP.NET and ASP.NET MVC development environments, Object Oriented Programming (OOP), ADO.NET, HTML, JavaScript, C# and Microsoft IIS.
- Skill in the use of Microsoft SQL server database administration, TSQL, stored procedures, and user-defined functions (UDF) and Team Foundation Server.
- Skill in problem solving, critical thinking, and in modifying or developing programs for public and secure websites and business applications.
- Ability to analyze technical problems and develop solutions for internal and external websites and business applications.
- Ability to communicate effectively; and to train 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.