

TEXAS BOARD OF ARCHITECTURAL EXAMINERS (TBAE)
JOB VACANCY ANNOUNCEMENT
Network Specialist V - VI

State Job Title:	Network Specialist V - VI	Closing Date:	March 25, 2024
Classification/Group	0291-0292/B25-B27	FLSA Status	Exempt
Posting Number:	FY2024-02	Schedule:	Full-Time
Reports to:	Executive Director	Division:	IT
Annual Salary:	\$90,000 - \$120,000	Travel:	None

GENERAL DESCRIPTION

The Texas Board of Architectural Examiners is seeking a Network Specialist V – VI. Work involves advanced (senior-level) network systems, information security, and cybersecurity analysis work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

1. Performs network startup and shutdown procedures; maintains control records.
2. Monitors the status of the network to ensure that all devices are working properly.
3. Performs tuning and capacity planning activities to enhance the performance of network resources.
4. Gathers data pertaining to customers' needs and uses information to identify, predict, interpret, and evaluate system and network requirements.
5. Installs, tests, and maintains network hardware and software; analyzes network utility and availability.
6. Maintains the network's physical and logical structures, including network connections.
7. Maintains network support software, analyzes user support statistics, and recommends appropriate measures.
8. Maintains the operating system and security software used on the network, adds new users to the network, and establishes rights and privileges.
9. Monitors the performance of backup, recovery, and the archival of files stored on the network.
10. Maintains the local area or wide area network, internet, cable and hub installations, and inventories.
11. Interprets and solves problems when a user or an automated monitoring system indicates that a problem exists.
12. Detects, anticipates, and mitigates network system vulnerabilities.
13. Coordinates and/or designs and maintains local area network implementations.
14. Monitors network security, including registering users and installing firewalls.
15. Monitors the operational network environment and takes corrective measures to ensure efficient performance.
16. Designs or coordinates the design of the procedures necessary to save and recover local area or wide area network environments from hardware and software failures.
17. Oversees and/or conducts major studies regarding system usage, makes recommendations for improvements, and determines network system requirements.
18. Reviews network system plans for completeness and accuracy, and plans and schedules network studies and system implementations.
19. Analyzes existing network and system procedures for efficiency and effectiveness.
20. Analyzes and defines agency disaster recovery responsibilities and procedures.
21. Monitors and defines the requirements of the overall security of the enterprise network.
22. Prepares budget recommendations for network facilities, analyzes user support statistics, and implements appropriate measures.
23. Manages multiple projects occasionally, and/or manages some of the most complex network projects, including those involving highly complex planning, designing, and integrating of local area or wide area network, Internet and intranet systems, and other data networks.
24. Performs technical risk assessments and reviews of account permissions, computer data access needs, security violations, programming changes, and new and existing applications and systems, including data center physical security and environment.
25. Performs cybersecurity incident detection, analysis, and prevention.
26. Performs vulnerability scans of networks and applications to assess effectiveness and identify weaknesses.
27. Performs forensic analysis of information systems and portable devices and forensic recovery of data using assessment tools.
28. Monitors systems and procedures to protect data systems and databases from unauthorized access.
29. Monitors and analyzes cybersecurity alerts from cybersecurity tools, network devices, and information systems.

30. Supports the implementation of computer system security plans with agency personnel and outside vendors.
31. Develops plans to safeguard computer configuration and data files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs.
32. Modifies and monitors computer configuration and data files to incorporate new software and virus protection systems, correct errors, or change individual access status.
33. Implements continuous automated security compliance capabilities.
34. Researches and analyzes cybersecurity threat indicators and their behaviors for the prevention, detection, containment, and correction of data security breaches, and recommends threat mitigation strategies.
35. Trains users and promotes security awareness to ensure system security and improve application, server, and network efficiency.
36. Acts as the agency's information security officer, if qualified.
37. Performs related work as assigned.

MINIMUM QUALIFICATIONS

1. Graduation from a two-year technical college or an accredited four-year college or university with major coursework in networking is required. Relevant work experience, in excess of the required three years listed below, may be substituted on a year-for-year basis.
2. Three years' experience in the following areas is required: WAN and Ethernet LAN management, configuring network routers and switches, Microsoft server management, administering active directory services, and network and endpoint security software.
3. Experience with hardware virtualization technologies (such as VMware or Microsoft) is required.
4. Experience in the following areas is preferred: supporting and troubleshooting server hardware and components, supporting domain name services, voice over IP telephony technologies, Microsoft Office 365 administration, Microsoft Exchange server administration, Microsoft Windows PowerShell administration and scripting, information security analysis work.
5. Willingness to work irregular hours, including evenings, weekends, and holidays and travel up to 10% for work-related purposes as required.

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. Knowledge of network facilities and data processing techniques; computer hardware and software; network operating system and security software; and performance monitoring and capacity management tools.
2. Knowledge of domain and network design and topologies.
3. Ability to diagnose, analyze, and resolve specific network problems.
4. Knowledge of Microsoft Windows server and desktop operating systems.
5. Knowledge of the limitations and capabilities of computer systems and technology; technology across all mainstream networks, operating systems, and application platforms; operational support of networks, operating systems, internet technologies, databases, and security applications and infrastructure; cybersecurity and information security controls, practices, procedures, and regulations; incident response program practices and procedures; and information security practices, procedures, and regulations.
6. Skill in the use of applicable software and the configuring, deploying, monitoring, and automating of security applications and infrastructure.
7. Ability to resolve complex security issues in diverse and decentralized environments; and to plan, develop, monitor, and maintain cybersecurity and information technology security processes and controls.
8. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Ability to use and operate standard office and computer equipment.
10. Ability to work within a team environment to produce high-quality results.
11. Ability to effectively communicate with vendors, users, management, and staff.

Veterans

To receive a veteran's preference, you must submit the following documents, as applicable, with your application.

- Copy of the DD-214; member #4.
- Statement of compensation from the Veteran's Administration or
- Copy of the DD1300.

Click or copy and paste the following link into your browser to access Military Crosswalk information:

[Military Crosswalk for Occupational Category - Information Technology \(texas.gov\)](#)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is non-smoking. While performing the duties of this job, the employee is constantly exposed to computer and telephone equipment, telephone and printer noise, busy environment with many interruptions and is occasionally exposed to outside weather conditions. The noise level is usually moderate. Some travel will be required for outreach programs, meetings, and training.

SCHEDULE

Work hours are Monday through Friday 8:00 a.m. – 5:00 p.m. May be required to work additional hours including evenings or weekends. Up to 5% travel may be required.

HOW TO APPLY

The Texas Board of Architectural Examiners (TBAE) accepts applications only for posted vacancies. Submit one State of Texas Application for each position in which you are interested. Applications must be received by 5:00 pm on the closing date.

A resume submitted in lieu of a State of Texas Application will be rejected. A State of Texas Application with “see resume” within the summary of experience is considered incomplete and will be rejected.

Applications may be submitted in the following manner:

Submitted thru Central Accounting Payroll and Personnel System CAPPS:

[CAPPS Careers](#)

Mailed via U. S. Postal Service or delivered in person:

Texas Board of Architectural Examiners
Attn: Human Resources
505 E. Huntland Dr. #350
Austin, Texas 78752

Fax:
512-305-8900 Attn: Human Resources

Email:
Sabrina.Jones@tbae.texas.gov

Applications submitted via email or fax will be subject to a personal signature if called for an interview.

The Texas Board of Architectural Examiners is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Human Resources at (512) 305-8525.

Hearing impaired individuals may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males

who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

TBAE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER