



VACANCY ANNOUNCEMENT

WORKING POSITION TITLE: SYSTEMS ANALYST II

POSITION NUMBER: 36000435

Section: Systems, Network, and Client Services | **Annual Salary Range:** \$47,669.64 - \$90,910.22

Announcement Type: Open Competitive | **Location:** Tallahassee, FL | **Closing Date:** 09/15/2017

GENERAL DESCRIPTION:

The Florida Lottery is seeking a Systems Analyst II in the Systems, Network, and Client Services section. This is highly technical work, primarily concerned with installing and maintaining server hosted operating systems, specifically Microsoft Windows Server, complex vendor application software, and the supporting infrastructure. This position may require planning and implementing security measures to safeguard computer resources. This position will also be responsible for designing, implementing, and testing a disaster recovery plan for critical business processes, which utilize these operating systems and sub-systems. Candidates should be able to work well under pressure and deadlines.

(Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of data processing concepts, terminology and applications, and systems and network terminology and concepts.
- Knowledge of one or more high-level computer programming languages.
- Knowledge of the client/server development environment.
- Knowledge of internet and web-based design concepts.
- Ability to learn new programming languages, hardware platforms, communications methodologies and conform to Lottery programming standards.
- Ability to develop, test and debug computer programs.
- Ability to think logically, analyze and solve problems.
- Ability to interpret technical information and communicate effectively to non-technical staff and management.
- Ability to identify, analyze and define user system needs.
- Ability to develop and present technical documentation, specifications and reports.
- Ability to prepare applications or systems design specifications based on analysis of user functional requirements.
- Ability to collaborate with appropriate sources.
- Ability to research and develop technical solutions to problems in a timely manner.
- Ability to plan, organize and coordinate work assignments and to supervise staff as delegated.
- Ability to establish and maintain effective working relationships.
- Knowledge of mathematics and accounting principles.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university and three (3) years of professional experience in computer systems analysis, computer programming, and/or information resources management, two (2) years of which must have been in an analyst capacity, or;

A bachelor's degree from an accredited college or university in computer science or management information systems and two (2) years of experience in an analyst capacity, or;

A master's degree from an accredited college or university in computer science or management information systems and one (1) years of experience in an analyst capacity, or;

An associates or higher level degree from an accredited college or university, completion of an 18 credit hour certificate or an equivalent program of study in computer programming from an accredited community or junior college, and four (4) years of professional experience in computer systems analysis, computer programming, and/or information resources management, three (3) years of which must have been in an analyst capacity, or;

Completion of a 1440 classroom hour or equivalent program of study at an accredited vocational/technical school in computer programming and four (4) years of professional experience in computer systems analysis, computer programming, and/or information resources management, three (3) years of which must have been in an analyst capacity.

Experience in computer systems analysis, computer programming, and/or information resources management may be substituted on a year for year basis for the required college education.

OTHER JOB-RELATED REQUIREMENTS FOR THIS POSITION:

Successful passing of a criminal background check (state, local, and national) is required).

Maintains strict confidentiality of information learned while working with the Florida Lottery, whether learned through assigned duties or through working with other units. The types of confidential information may include, but are not limited to, payroll information, budget information, policy decisions, tax matters, employee disciplinary issues, and other personnel data.

The State of Florida is an equal opportunity employer/ affirmative action employer, and does not tolerate discrimination or violence in the work place. We hire only U.S. citizens and lawfully authorized alien workers. The State of Florida supports a Drug-Free workplace. If assistance is needed to apply for this position, or if you require an accommodation because of a disability in order to participate in the application process, please call the People First Service center at 1-877-562-7287. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., of the Drug-Free Workplace Act. Responses to the qualifying questions are required to be considered for this position. Answers to the qualifying questions must be verifiable based on your submitted application.

Career Service employees who currently have or held permanent status in their position at the time of layoff have an opportunity for first interview within any State Personnel System agency for vacancies in which the applicant is qualified and has applied. If this applies to you, please attach a copy of your official layoff letter when applying for a vacancy. The State Personnel System is an E-Verify employer. For more information, please visit the [E-Verify website](#).

****THE FLORIDA LOTTERY IS NOT A STATE PERSONNEL SYSTEM EMPLOYER****