

**STATE OF MONTANA JOB VACANCY  
DEPARTMENT OF PUBLIC SERVICE REGULATION  
PUBLIC SERVICE COMMISSION  
AN EQUAL OPPORTUNITY EMPLOYER**

**4 PAGE DOCUMENT**

<b>JOB TITLE:</b>	COMPUTER SYSTEMS ANALYST
<b>POSITION NUMBER:</b>	42100029
<b>DEPARTMENT:</b>	PUBLIC SERVICE COMMISSION
<b>DIVISION:</b>	CENTRALIZED SERVICES
<b>LOCATION:</b>	HELENA
<b>PAY BAND:</b>	7
<b>SALARY:</b>	\$52,000 to \$60,000 DOQ
<b>ADDITIONAL SALARY INFORMATION:</b>	A TRAINING ASSIGNMENT AT A LOWER SALARY LEVEL MAY BE REQUIRED.
<b>JOB STATUS:</b>	FULL-TIME PERMANENT
<b>BARGAINING UNIT:</b>	N/A
<b>APPLICATION DEADLINE:</b>	<b>OCTOBER 15, 2012</b>
<b>SUPPLEMENT REQUIRED:</b>	None

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**SPECIAL INFORMATION**

Must be able to lift computers and related equipment. Position required to be on-call for 24X7 support as needed.

**APPLICATION DEADLINE**

Applications may be completed online at <http://mt.gov/statejobs/default.mcp>, mailed to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601, and postmarked by the closing date, or e-mailed to: [ahall@mt.gov](mailto:ahall@mt.gov) by Midnight, MST on the closing date.

**JOB OVERVIEW:**

The incumbent in this position provides systems analyst support to the Public Service Commission and works independently ensuring that all assigned projects meet directives and guidelines for inclusion into the Department's Information Technology Plans. The incumbent's responsibilities include all aspects of project management including several leadership roles; systems analysis and development, programming, and meeting system user requirements. Problem solving is a key part of this position and that often involves research, testing, documenting and providing adequate training to staff. The incumbent must be capable of performing a variety of IT roles that cover a range from programming, development, training, database management and network management. The incumbent

must work and coordinate with an array of individuals and custom programs on a continual basis.

### **TYPICAL DUTIES**

- The computer systems analyst is responsible for the performance of computer systems including networks and their applications, desktop applications, computers and peripherals; diagnosing and troubleshooting hardware, software and connection issues. Other duties include: providing user support to minimize interruptions in network and computer systems; providing technical expertise and mentoring to staff of all levels; supporting the integration and transition to new computer and network technologies; maintenance of existing applications and web sites; development of future applications and web sites, and; maintenance of existing Sql Server Databases.
- **Application Design, Development, Testing, Installation, and Documentation**  
The computer systems analyst provides the design, development, procurement, testing and transition to the production environment of in-house applications; must possess a strong programming background in Microsoft databases and application development environments including but not limited to: SQL Server 2005, VisualBasic.Net, C#, ASP.NET and Microsoft Access; is responsible for the installation and configuration of a variety of LAN/WAN and stand-alone software packages; is responsible for tracking software and/or applications and determining when upgrades, updates, fixes and/or replacements are necessary as well as determining cost impacts to the PSC when changes are required, software packages, existing applications, proposed new development; and must research software problems, perform testing, develop solutions and provide adequate documentation of these activities.
- **Policy and Procedure Development and Implementation**  
The computer systems analyst assists with the creation of policies and procedures as they pertain to application development and systems design within the department, including the development and maintenance of both agency and Information Technology policies. The analyst is also responsible for implementing security and user access policies as defined by the department.
- **Network Administration**  
The computer systems analyst maintains the PSC Network. This requires a working knowledge and background with (but not limited to): Active Directory, Microsoft Server 2003, Microsoft Server 2008, Network setup, Back-up and disaster recovery and Microsoft Media Services.
- **Supervision**  
This position supervises one Computer Support Specialist position.

### **EDUCATION/EXPERIENCE**

The above knowledge, skills and abilities are usually acquired through education and experience equivalent to a bachelor's degree in computer science, mathematics, or closely related field including formal training in project management, systems analysis and design, database technology, and computer hardware and software, and two (2) years of progressively responsible information systems analysis and development experience including systems development and programming experience.

### **COMPETENCIES**

The incumbent in this position will be rated at their annual performance reviews on the following skills and behaviors: communication, customer service, integrity, safety, teamwork, adaptability, analytical thinking, computer systems, initiative, innovative thinking, judgment (decision making), and systems analysis.

Additional skills and behaviors necessary to this position include:

- Reliability
- Flexibility
- Problem Solving
- Efficiency
- Knowledge of VB.NET (Windows forms & web)
- Knowledge of ASP.NET
- Knowledge of Classic ASP
- Knowledge of ADO.NET
- Knowledge of ADO
- Knowledge of VBS
- Knowledge of SQL Server 2005 T-SQL
- Knowledge of Access 2003 - 2010
- Basic knowledge of Office 2007 & 2010 applications
- Knowledge and experience in computer hardware and software
- Knowledge and experience in Microsoft network server operating systems
- Knowledge and experience in networking technologies including Microsoft Active Directory and Group Policy
- Ability to research and evaluate new technologies

### **APPLICATION AND SELECTION PROCESS**

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to: an evaluation of the Montana State Application Form; an evaluation of education, training and experience; an oral interview; and reference checks.

1. All applicants must submit a State of Montana Application; online form may be accessed at <http://mt.gov/statejobs/default.mcp> or contact your local job service for additional application formats.
2. All applicants must submit a copy of college transcripts, with your application materials, to the Public Service Commission, either online or mailed to PO Box 202601, Helena, MT 59620-2601.

3. All applicants must submit a resume, including a cover letter and the names and telephone numbers of three work-related references.

Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials.

The successful applicant must produce within 24 hours of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card, along with a driver's license or other picture ID, a U.S. Passport or a Green Card.

**Statement of Selective Service Registration Status**

If you are a male born on or after January 1, 1960, and are at least 18 years of age, the Montana Compliance with Military Selective Service Act requires that you register with the Selective Service System unless you meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the state of Montana.

**A false statement may be grounds for not hiring you, or for dismissing you if you have already begun work. Also, you may be punished by fine or imprisonment.**

**LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED**