



<b>DATE</b>	AUGUST 2022
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Service Desk Analyst I  
DEPARTMENT/DIVISION: Information Technology  
REPORTS TO: Service Desk Supervisor

**SUMMARY:** Responsible for providing troubleshooting and diagnostics of the City’s technical and applications issues and problems that may occur. Responsible for fulfilling the timely responses to customer requests/problems acquired through the Information Service Technology Management system. Responsible for serving in the capacity of an information systems analyst to examine and resolve technical problems concerning the installation and configuration of the desktop hardware and software.

**ESSENTIAL JOB FUNCTIONS:**

- Research and analyze customer problems to diagnose and resolve system problems.
- Utilize Information Technology Service Management system to assist in the evaluation of a call or self-service inquiries.
- Conduct trends analysis on problem equipment or software and determine necessary resource allocation for documented procedures.
- Implement procedures and technical solutions to aid in problem-solving and deployments.
- Partner with IT and business personnel to discuss the impact of incidents on products and services.
- Coordinate with network services, application support, and other applicable groups when needed.
- Maintain compliance with external regulatory controls, such as the Texas Department of Information Resources.
- Responsible for assisting in the training of City staff and contract staff security protocols, risks, and proper habits, including online learning management, in persons training events, reviewing work accuracy, providing feedback, identifying skill gaps and implementing any necessary skill development or corrective action plans to mitigate gaps.

- Participates in a variety of special projects in support of departmental operations, which may include analyzing vendor contracts; performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability and maximize organizational efficiency, effectiveness, and performance; recommending cost-conscious decisions and actions; and/or, performing other related activities.
- Performs other duties as assigned, which may involve irregular work hours, including evenings and weekends.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Knowledge of Microsoft operating systems and desktop software such as Microsoft Office suite
- Knowledge of installation, configuration, and troubleshooting desktop hardware and software
- Knowledge of desktop/network infrastructure- hardware, software, databases
- Knowledge of disaster and business recovery practices
- Knowledge of government operations and processes

Skilled in:

- Skilled in maintaining management and inventory reports
- Skilled in analyzing security processes
- Skilled in reading and interpreting technical documents
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures
- Skilled in tracking service call and installations
- Skilled in identifying and solving problems
- Skilled in documenting service outages and resolutions
- Skilled in working independently or part of a team in delivering excellent customer service
- Skilled in preparing clear and concise reports
- Skilled in providing customer service
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in operating a computer and related software applications
- Skilled in communicating effectively with a variety of individuals

Ability to:

- Ability to analyze technical problems and develop workable solutions
- Ability to communicate with users to define system requirements and resolve problems

### **MINIMUM QUALIFICATIONS:**

- Associate's Degree in Information Systems, Computer Science, or a related area of study or 1 year of information technology experience
- Security+ certification or equivalent upon management approval within 6 months of employment
- Must qualify for and maintain compliance with Criminal Justice Information Systems access requirements

- Must possess or be able to obtain and maintain a valid Texas driver's license

**PREFERENCES:**

- 1-3 years' experience in analyzing office software products and desktop problems
- Hold one or more of the following certifications (or substantially similar):
  - Desktop Support Technician by HDI
  - Microsoft 365 Windows 10
  - Microsoft 365 Managing Modern Desktops
  - CompTIA A+ Certification

**WORKING CONDITIONS:**

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity
- Occasional climbing, balancing, stooping, kneeling, and crouching
- Sedentary office and outdoors work environments
- Occasional lifting and carrying up to 50 pounds
- Work may be performed in a data-center environment, involving loud noise and temperature irregularity
- Work both indoors and outdoors and are exposed to cold and hot temperatures, constant noise, fume/odor hazards, road hazards, heights, and mechanical and electrical hazards

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

