

# Texas Bond Review Board

## Employment Opportunity

300 w 15<sup>th</sup> Street, Suite 409  
Austin, TX 78701  
[michael.felan@brb.texas.gov](mailto:michael.felan@brb.texas.gov)

Data Analyst III	Job Vacancy Number: 3522506
State Classification No: 0652	Salary Group: B22
Salary: \$6,000 - \$6,250 / month	
Opening Date: 08/01/2025	Closing Date: Until Filled or Closed
Benefits: Excellent benefits provided; numerous elective benefits are also available	

### Job Description

Performs data analysis work involving conducting extensive data research and analyzing and reporting the results. Performs moderately complex (journey-level) data analysis and data research work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Prepare concise, comprehensive technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions. Establish and maintain standard work procedures governing the appropriate use of data.

### Qualifications

#### EDUCATION:

- Graduation from an accredited four-year college or university with a bachelor's degree in data science, business analytics, computer science, computer information systems, management information systems, accounting, finance, mathematics, statistics, economics, or a related field is generally preferred
- Documented related work experience may be substituted for education based on two (2) years of experience for one (1) year of education.

#### EXPERIENCE:

- Two years of experience with any of the following: accounting and/or data processing/entry, accounts payable, purchasing, travel transactions, analyzing and adhering to legislative or technical policies/programs.
- Two years of using Microsoft Office products, specifically proficient with Excel and Access.
- Ability in using database software with high level of accuracy.

- Good grammar, spelling and proof-reading skills.
- Ability to organize work time and office operations effectively and efficiently.

#### PREFERRED EXPERIENCE:

- Work experience with similar duties at a State of Texas agency.
- Knowledge of legislative process, fiscal note and tracking system.

#### ESSENTIAL JOB FUNCTIONS:

- Data verification of data for multiple agency programs.
- Compile, review and validate data for statistical reports, budgetary reports and queries. Processes requests for database files. Respond to inquiries regarding technical support such as hardware, local area networks, and system software. Assist the division director in analysis, research, and preparation of responses to technical requests for information.
- Identify, develop and implement techniques for evaluating and improving division programs. Evaluate section operations to identify opportunities for business process improvements and make recommendations for procedure changes.
- Participates in providing direct support on Local & State Bond Debt and the administration of the Private Activity Bond Allocation Program.
- Records management support, including maintenance of records and periodic review in accordance with retention schedules
- Provides clear and accurate verbal and written communications to internal and external parties in a professional manner relating to our agency's programs.
- Copying/printing/preparation of reports for routine and special distribution to the Board and other interested parties.
- Performs all other related duties as assigned including but not limited to assisting with daily administrative operations, attending training courses and meetings to provided and gather information.
- Adheres to all Texas Bond Review Board Personnel Policies and performs other duties as assigned throughout the agency

#### To Apply

- **NO PHONE CALLS** or faxes, please. Submit a filled and signed State of Texas application by:
  - e-mail: [michael.felan@brb.texas.gov](mailto:michael.felan@brb.texas.gov)
  - mail: 300 W 15th St # 409, Austin, TX 78701
- State of Texas applications may be downloaded from: [State of Texas Application for Employment](#)

**IMPORTANT: Follow the instructions at the above internet address on how to complete and download the State of Texas Application for Employment. Only typed and signed completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of the State of Texas Application.**

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TBRB business a background investigation will be conducted, prior to an offer of employment, to determine criminal history.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TBRB 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.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require special accommodations during the application or selection process
- Employment with TBRB is covered by the Fair Labor Standards Act (FLSA).
- TBRB is an "employment at-will" agency.
- TBRB fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

*This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*

*Military Occupational Specialty (MOS) codes that may correspond to the state classification title for this position are listed on the [State Auditor's Office Job Descriptions](#); click on the occupational category for the position. Additional MOS can be found at the State Auditor's Office [Military Crosswalk Guide](#). The [Texas Veterans Commission](#) provides helpful employment information*

*Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.*

CLEAN AIR POLICY IN EFFECT  
AN EQUAL OPPORTUNITY EMPLOYER

TBRB does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.