

## **Budget Analyst III - IT Division**

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*Resumes are not accepted in lieu of State of Texas application*

### **Description**

#### **Our Mission**

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

#### **Our IT Division**

TCOLE's Information Technology Division is at the forefront of developing and managing innovative software solutions that empower law enforcement agencies across Texas. We create tools for peace officer and jailer training, compliance tracking, and regulatory management. Our division combines the security and stability of an established state agency with the agility and innovation of a modern tech startup, enabling rapid implementation of creative solutions to complex challenges. We leverage emerging technologies to build scalable, user-friendly platforms that serve thousands of law enforcement professionals statewide, ensuring Texas maintains the highest standards in law enforcement training and accountability.

#### **Who We're Looking For**

The Texas Commission on Law Enforcement (TCOLE) is seeking an IT Budget Analyst IV to join the Information Technology Division located at 6330 E HWY 290, Suite 200, Austin, TX.

The IT Budget Analyst IV performs advanced (senior-level) budget preparation and analysis work involving the financial management of information technology projects and operations. They will manage IT budgeting processes, analyze expenditure patterns, coordinate procurement activities, and provide strategic financial guidance for technology initiatives. They will work closely with the Chief Financial Officer (CFO) and Chief Information Officer (CIO) to develop functional IT budgets and ensure compliance with state financial regulations. They will work under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Salary is dependent on qualifications and experience. The salary range is \$65,104 - \$83,000. The Job Class for this position is 1158 and salary group is B24.

## **Examples of Work Performed**

Develops and manages comprehensive IT budgets, monitoring expenditures and reconciling financial data across multiple technology projects and operational initiatives.

Analyzes IT spending patterns, identifies cost-saving opportunities, and ensures accurate allocation of funds for hardware, software, and service expenditures.

Prepares detailed budget reports, financial statements, and performance metrics for management, stakeholders, and legislative bodies regarding technology investments and operations.

Ensures strict adherence to state financial regulations, policies, and procedures in all IT budget activities and procurement processes.

Assists in the preparation of Legislative Appropriations Requests (LAR), Budget of Programs (BOP), operating budgets, and budget submissions specific to technology initiatives and infrastructure needs.

Conducts budget forecasting and long-term financial planning for IT infrastructure upgrades, system implementations, and emerging technology investments.

Communicates complex budget information and financial analysis to diverse stakeholders, including IT staff, executive management, and external agencies.

Utilizes and maintains IT systems for budget management and financial tracking, including CAPPS (Centralized Accounting and Payroll/Personnel System) and ABEST (Automated Budget Evaluation System).

Coordinates procurement processes for IT hardware, software, and professional services, ensuring compliance with state procurement regulations and vendor management requirements.

Prepares purchase requisitions and coordinates purchase orders for technology acquisitions, including software licenses, cloud services, and equipment purchases.

Conducts comprehensive cost-benefit analyses for IT investments, system upgrades, technology implementations, and vendor evaluations.

Monitors annual renewals for software licenses, maintenance contracts, service agreements, and cloud service subscriptions.

Completes Department of Information Resources (DIR) Cloud forecasting documents and other specialized technology budget reporting requirements.

Analyzes expenditure patterns and cost drivers to provide strategic recommendations on fund utilization, budget optimization, and technology resource allocation.

Establishes work methods and priorities, determining best methodologies and techniques for performing budget evaluations specific to IT operations and project management.

Informs management of budget deviations, problems, and events likely to affect IT operations, explaining causes and measuring effects on the agency's mission and technology capabilities.

Ensures accuracy and timeliness of submission of strategic plans, legislative appropriations requests, fiscal notes, analyses of legislation, and requests for federal funding related to technology initiatives.

Coordinates with Finance team for invoicing and payment issuance activities following goods and services receipt confirmation for technology purchases.

Other duties as assigned.

## **Qualifications**

### **Required Education and Experience:**

- Associates degree in Accounting, Finance, Business Administration, Public Administration, or a related field from an accredited institution
- At least four (4) years of progressively responsible experience in budget preparation and analysis, financial management, or fiscal policymaking, with preference for experience in information technology budget management
- Education and experience may be substituted for each other on a year-for-year basis

### **Required Skills, Knowledge, and Abilities:**

- Ability to maintain the highest standards of security and safeguard critical infrastructure. This includes adhering to strict background checks, reporting any suspicious activities, and participating in security training and drills as required.
- Comprehensive understanding of budgeting and financial management principles with specific application to information technology operations and project management
- Knowledge of public accounting, appropriations, and fund allocation, including state agency expenditure regulations and compliance requirements

- Knowledge of state procurement processes and procedures, particularly as they relate to technology acquisitions and vendor management
- Strong analytical skills for evaluating complex budget requests, identifying trends, and making strategic recommendations for technology investments
- Proficiency in Microsoft Office suite, especially Excel (including advanced functions such as formulas and pivot tables) and PowerPoint for presentation preparation
- Familiarity with state financial systems including CAPPs (Centralized Accounting and Payroll/Personnel System) and ABEST (Automated Budget Evaluation System)
- Effective written and verbal communication skills for presenting complex financial information to technical and non-technical audiences
- Ability to manage multiple tasks simultaneously and meet strict deadlines while maintaining accuracy and attention to detail
- Skill in identifying and analyzing resources needed and actions to be taken to ensure technology division needs are met
- Ability to work effectively under pressure in a fast-paced environment while maintaining extreme attention to detail
- Ability to exercise sound judgment and discretion in handling sensitive financial information and technology procurement decisions

**Preferred Education and Experience:**

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or related field
- Certified Texas Contract Manager (CTCM) and/or Certified Texas Cooperative Contracts (CTCD) certification
- Experience in state government financial, budget, and/or accounting services
- Experience with technology budget management, software licensing, and IT procurement processes
- Experience working with Texas state government processes, policies, and procedures
- Familiarity with DIR (Department of Information Resources) requirements and reporting procedures

### **Preferred Skills, Knowledge, and Abilities:**

- Advanced knowledge of information technology budget planning and forecasting methodologies
- Experience with cost-benefit analysis for technology investments and system implementations
- Knowledge of software licensing models, cloud services pricing, and technology maintenance contracts
- Familiarity with federal and state regulations governing technology procurement and accessibility requirements
- Experience with performance measurement and reporting systems specific to technology operations
- Ability to analyze complex technology contracts and service agreements

### **Why work at TCOLE?**

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards, collaborating with local agencies, and enhancing the well-being of Texans. As a Texas State employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to state employees and their eligible family members
- 12 - 16 days of [annual paid holidays](#)
- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for full-time employees
- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security
- [Health and Wellness programs](#) including wellness leave, fitness and weight management programs, and personalized wellness tools
- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#)

- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services

**All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.**

**Equal Opportunity Employer** – TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

**ADA** - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

**Military Occupational Specialty Codes** - Military Specialty Codes that correspond to this job posting include MOS 35B, 36B, 310X, FN1D, 851X, 92L5, 3451, 3402, 1F0X1, 65FX, 3408, 1408, 3408, 8844, 65WX. More information can be found at:  
[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**Veterans Preference** – Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim Veterans preference must provide official documentation at the time of application to verify eligibility.

**Benefits** – For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>