



BEXAR CENTRAL APPRAISAL DISTRICT

Title: Data and Application Analyst II
Department: Information Systems
Division: Technology

Group: 617
Exempt: Level 2
TDLR Registration: None

Summary

The Data and Application Analyst designs, supports, and optimizes business applications, reporting tools, and data systems used by the appraisal district. This role ensures the accuracy, availability, and integrity of appraisal and administrative data while supporting operational efficiency, transparency, and compliance with the Texas Property Tax Code and applicable state and local reporting requirements. The analyst serves as a liaison between appraisal and administrative staff, management, vendors, and IT resources to ensure data-driven decision-making and reliable application performance. They may provide support at varying levels to inquiries from the public, tax offices, taxing jurisdictions, and the Texas Comptroller's Property Tax Assistance Division.

Key Responsibilities

Application Support & Administration

- Administer, configure, and support enterprise applications utilized by the appraisal district (e.g., CAMA systems, reporting tools, document management, CRM tools).
- Point of contact for application issues, troubleshooting system errors and coordinating with vendors and internal IT staff as needed.
- Assist with application upgrades, patches, testing, and production deployments.
- Maintain system documentation, workflows, and user guides.

Data Analysis & Reporting

- Develop and maintain operational, statutory, and management reports using SQL, reporting tools, or dashboards.
- Support data requests related to appraisal reviews, audits, ARB hearings, public information requests, and internal analysis.
- Identify trends, anomalies, and data quality issues and recommend corrective actions.

Business & Systems Analysis

- Work with appraisal, mapping, exemptions, and administrative staff to gather requirements and translate business needs into technical solutions.
- Assist in evaluating new technologies or system enhancements that improve data integrity, efficiency, and service delivery.
- Support system integrations between appraisal systems, GIS platforms, financial systems, and external agencies.

Data Governance & Compliance

- Ensure data handling practices comply with the Texas Property Tax Code, Public Information Act, cybersecurity standards, and district policies.
- Assist with data security, access controls, and auditing of system usage.
- Participate in disaster recovery and business continuity planning related to application and data systems.

Other Duties

- Provide training and technical guidance to end users.
 - Participate in training and professional development activities.
 - Assist with special projects, statutory deadlines, and annual appraisal cycle activities as assigned.
 - Perform other duties as required to support district operations.
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Qualifications & Requirements

Education & Experience

- Bachelor's degree, or its equivalent, preferably in Data Analytics, Information Technology, Mathematics, or a related field; Relevant experience may be substituted for college hours - two (2) years of related work experience will equate to thirty (30) college hours.
- Minimum of three (3) or more years of experience in application support, data analysis, or systems analysis in a medium to large organization.
- Preferred: Experience working in a Texas appraisal district, tax office, or local government environment.
- Preferred: Knowledge of CAMA systems or appraisal-related databases.
- Preferred: Experience supporting statutory or compliance-driven business processes.

Knowledge & Skills

- Strong knowledge of relational databases, data structures, and data validation principles.
- Proficiency in SQL and experience with reporting or business intelligence tools.
- Understanding of enterprise application support and system lifecycle management.
- Ability to analyze complex data sets and communicate findings clearly to technical and non-technical users.
- Strong problem-solving, organizational, and documentation skills.
- Ability to manage multiple priorities and work independently, and with others, in a deadline-driven environment.
- Commitment to providing exceptional public service.
- Communicate effectively orally and in writing.
- Must have a telephone or point of contact.
- Familiarity with appraisal district operations and mass appraisal concepts (preferred but not required).

Physical & Environmental Requirements

- Duties require sitting, standing, bending, kneeling, lifting, and carrying items up to **30 pounds**, including office equipment or materials.
- May require occasional overtime, weekend work, and travel to district locations as needed to perform assigned duties.
- Position primarily functions in a high-demand office environment with prolonged computer use and frequent telephone or virtual communication.
- Environmental conditions may include exposure to office equipment, printers, scanners, copiers, and limited outdoor exposure in varying weather conditions.

Reporting Relationships

- **Reports to:** Applications Operations Manager, IS Director
- **Supervises:** None.
- **Works with:**
 - **Internal:** BCAD Staff
 - **External:** Taxing Units, Fiduciaries, Outside Vendors & Agencies, ARB, and the General Public.

Acknowledgment

I, Rogelio Sandoval, Chief Appraiser, do hereby approve of the Data and Application Analyst II Job Description.



Rogelio Sandoval, Chief Appraiser

Date: 7/8/2026