Department of Regulatory Affairs

VIRTUAL hiring fair

JOB TITLE	Information Technology Specialist – Database		
GRADE	13	**SALARY RANGE**	$92,093.00- $118,67000

JOB SUMMARY

This position is located in the Office of Information Systems (OIS), Department of Consumer and Regulatory Affairs (DCRA). The OIS is responsible for supporting and maintaining the Information Technology (IT) applications and systems of the agency; and for providing guidance and technical support in development of technological strategies and solutions which facilitate the attainment of agency goals and objectives.

This position functions as Information Technology Specialist (Database Administrator), responsible for installation, configuration and maintenance of database management systems based on DCRA business needs and projects Identified by the OIS and DCRA management.

DUTIES AND RESPONSIBILITIES

The Database Administrator installs, configures, modifies, and optimizes new and existing Microsoft SQL Server databases; develops and supports ETL processes for the transfer of data from third party systems.

Monitors and controls all DCRA databases, and database related issues involving systems integration contractors and maintenance and support contracts. Creates appropriate applications files, tables, and directories. Oversees/performs the installation and testing of database applications on development and productions systems.

Designs and builds relational databases; performs data access analysis design, and archive/recovery design and implementation; develops strategies for data acquisitions, archive recovery, and implementation of a database; works in a data warehouse environment, which includes data design, database architecture, and metadata repository creation; Assists to translate business needs into long-term architecture solutions; defines, designs, and builds dimensional databases; develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems; reviews and develops object and data models and the metadata repository to structure the data for better management and quicker access.

Represents the organization with vendors in resolving system configuration problems. Provides analyses and evaluations and recommends significant modifications to network design to maintain/improve database performance and ensure that the design is adequately documented. Develops and administers data standards, policies and procedures.

Remains abreast of new developments in database design, hardware support, local area network and related technologies and the extent to which these developments may benefit the District Government. Establishes and

QUALIFICATIONS AND EDUCATION

Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks. Individuals must have IT-related experience demonstrating each of the four competencies listed below:

1. Attention to Detail - Is thorough when performing work and conscientious about attending to detail.