



REVISED: Submitted:
01/18/2025 12/17/2024

JOB TITLE:	DATABASE SPECIALIST
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8542
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Designs, installs, monitors, and maintains performance tune production databases while ensuring high levels of data availability. Develops, implements, and oversees database policies and procedures to ensure the integrity and availability of databases and their accompanying software. Strategically designs and implements data warehouses, data marts, and data stores, while ensuring high levels of data availability. Defines data standards and models for warehouse architectures and employs established internal standards to design data structures that support data-driven decision making.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assesses and develops long-term strategic goals for production databases and data warehouse in conjunction with data owners and District managers, and provides data warehouse issue identification and resolution services including but not limited to performance issues, inefficiencies and gaps, data quality issues, access and security issues
Works with and mentors application development staff to develop database and data warehouse architectures, coding standards, and quality assurance policies and procedures, business intelligence dashboards, and established internal standards and policies as well as leverages solutions to insure the data warehouse operations are automated, reliable, data is consistent and the architecture supports both simple and sophisticated data analysis using standardized tools
Installs and configures relevant network components to ensure secure database access as well as database consistency and integrity, and monitors database system details within the database, including stored procedures and execution time, and implements efficiency improvements
Plans and coordinates data migrations between systems, develops, implements, and maintains change control and testing processes for modifications to databases; designs and implements redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets
Evaluates, recommends, selects, and implements data warehouse components including database management systems, ETL (extract, transform and load) software, data mining tools, metadata management tools; and monitors system details within the data warehouse, including stored procedures, dimensions and cubes, and implements efficiency improvements, and assists in troubleshooting and designing transactional database systems
Leads multiple concurrent projects, supervises staff where needed, and utilizes effective time management, planning, and people skills to liaise with developers, other team members, and customers to ensure timely delivery of projects and to provide timely status update to all project stakeholders
Provides excellent and timely customer service by utilizing polite business communications, fulfilling requests on time, and satisfying ad-hoc requests and employs proactive measures to resolve project problems and implements the same throughout the team
Researches emerging database technologies and/or methodologies and implements processes for improving efficiency and reducing costs
Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related technical skills updated
Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree in related field

Five (5) years of experience with designing, building, installing, configuring and supporting enterprise database servers and data warehouses

In-depth knowledge of relational and dimensional data modeling, database structures, theories, principles, and practices as well as broad hands-on knowledge of data warehouse and business intelligence strategies to meet enterprise data mining, analysis

A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree with computer specialization

Experience in building decision support systems including but not limited to balanced scorecards, dashboards, data mining models, multi-dimensional expressions (MDX) and troubleshooting transactional database performance issues

Supervisory experience

Experience in a diverse workplace