Position Title:	Database Administrator	
Effective Date:	January 2020	
Salary/Range:	Database Administrator I	$51,348 - $64,184
	Database Administrator II	$64,184 - $77,021
	Database Administrator, Sr.	$73,733 - $88,479
FLSA Status:	Exempt – Computer Employee	
EEO Category:	Professional	

General Position Summary:

The Database Administrator is responsible for the design, installation, maintenance, configuration and integrity of the databases for the Idaho Judiciary. This position ensures security, reliability, quality, and integrity of database resources and the appropriate availability of data to the court's users and agencies. This position is also responsible for understanding the application architectural solutions and software, integration technologies, reporting solutions, and data technologies such as business intelligence, data-as-a-service, and other similar platforms. Additional focus for the position is to conduct analysis, design, development and implementation of enterprise application integration solutions, reporting solutions, business intelligence solutions, and data development projects. The position plans and manages implementation, integration of new and existing technology solutions to meet business needs, and integration needs in alignment with the direction and standards of the court. Work is performed under general direction of the IT Data Technologies Lead.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent in this position may be required to perform.)

- Provides database administration and management support for statewide judicial branch systems;
- Develops SQL queries to provide data reporting to clients, management, and IT personnel;
- Designs, develops, installs, and tests database systems in production as well as non-production systems;
- Upgrades, clones and manages existing and future database systems;
- Ensures compatibility and efficiency of database applications;
- Provides technical expertise on database management systems to clients, management, and IT personnel;
- Performs system, database and job monitoring, to include database health checks, and takes action to remedy any identified issues;
- Develops, improves and manages system and performance monitoring tools, to include recommending tools and resources to monitor Microsoft SQL Server activity;
- Ensures performance considerations are designed into system design and configurations;
- Establishes and documents procedures and methods for database performance, and maintains a formal methodology for reporting performance;
- Provides key statistics and performance measures related to database systems;
- Troubleshoots and resolves database and system performance issues;
- Maintains and optimizes court database systems;
- Develops and implements security measures and policies for SQL Server to prevent unauthorized access;
- Ensures the security, availability and integrity of existing and new Microsoft SQL and Oracle database servers;
- Ensures data availability and system integrity for court database systems;
- Oversees and enforces standards and procedures for use, backup, and recovery of data;
- Backs up, recovers and restores data;
- Creates Microsoft SQL Server maintenance plans for disaster recovery planning and business continuity;

- Queries and analyzes data for completeness and works with court staff to identify and correct incomplete data;
- Works with vendors to analyze, design, and develop processes and procedures for migration to a new system database schema;
- Tests scripts and work with staff to identify and resolve potential migration issues;
- Analyzes, designs, develops, and implements database models and database architecture to determine applicability for use in implementation of judicial database systems applications;
- Designs and develops processes to extract, transform, cleanse and move data and metadata into data warehouses, data marts, and operation data stores for internal and external use;
- Evaluates, tests and recommends database related hardware and software products;
- Develops and maintains an environment to provide data availability, dissemination, and consolidation;
- Researches and evaluates new technologies to improve database functionality;
- Conducts analysis and design of enterprise application integration solutions;
- Investigates and qualifies potential areas in which to introduce web services and other interface options;
- Monitors, reviews, analyzes and reports on the effectiveness and efficiency of existing systems and integrations;
- Collaborates with technology team members, end users, integration partners and other stakeholders in the business process discovery, development, implementation, testing and validation of new integration services to ensure functional requirements are met;
- Designs and codes reports using structured queries;
- Identifies, develops, and recommends future architectural approaches and solutions;
- Performs other duties and responsibilities as assigned.

Minimum Qualifications:
Education and Experience:
- A Bachelor's degree in Computer Science, Information Technology, or other related degree;
- Three years of experience (senior level requires at least 5+ years) in database administration in a multi-user environment; previous experience with the court systems preferred;
- 2+ years (DBA II requires 3+ years, senior level requires at least 5+ years) of experience as a Microsoft SQL Server database administrator;
- Database Administrator II requires experience developing and implementing methods to improve database stability, performance, and security;
- Senior level staff are required to have experience mentoring junior staff, experience with multiple database platforms (Microsoft SQL Server strongly preferred), and experience with some development or engineering preferred.
- Administrative experience with Linux and/or Windows platforms preferred;
- Strong customer service and communication skills preferred.

Knowledge, Skills, and Abilities:
- Knowledge of database fundamentals and administration best practices;
- Knowledge of network and database performance monitoring techniques and data schemas;
- Knowledge of database backup and recovery procedures;
- Knowledge of database configuration and processes for both physical and virtual server environments;
- Significant knowledge of data packaging and delivery tools and methodologies;
- Significant knowledge of SQL query writing and optimization and report coding;
- Knowledge of data warehouses, data marts, and operation data store architecture and solutions;
- Knowledge of networking fundamentals and application to application data integration;
- Knowledge of computer server hardware, web and application server and database and operating system technology;
- Knowledge of installing, managing and upgrading Microsoft SQL databases;
- Knowledge of integrated systems in a multiple platform environment;

- Knowledge of system testing and software quality assurance best practices and methodologies;
- Skill in working effectively with teams in a collaborative environment;
- Skill in evaluating new software and determining applicability to the database environment;
- Skill in interpreting and translating end-user requirements into logical and physical database designs;
- Ability to research and analyze problems logically and recommend appropriate courses of action;
- Ability to work independently and drive completion of assigned tasks;
- Ability to successfully manage multiple competing priorities;
- Ability establishes and maintain cooperative working relationships with co-workers, clients, justices, judges, and the other agencies;
- Ability to facilitate project initiatives;
- Ability to prepare technical knowledge documents, manuals and other written instructions;
- Ability to learn new technologies and applications;
- Ability and willingness to work during non-business hours for maintenance and support efforts;
- Ability to work in a highly dynamic environment and able to function with minimal internal knowledge of environment;
- Ability to travel throughout the state as necessary, although minimal travel is expected.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

Application Instructions:
If interested in being considered for this position, please complete the employment application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. ***Application packets must be submitted by 5:00 pm., MST, Tuesday, January 28, 2019.***

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.