

**Idaho Judicial Branch
Position Description**

Position Title:	Database Administrator	
Effective Date:	July 2017	
Salary/Range:	Database Administrator I	\$49,852 - \$62,315
	Database Administrator II	\$62,315 - \$74,778
	Database Administrator, Sr.	\$71,585 - \$85,902
FLSA Status:	Exempt – Computer Employee	
EEO Category:	Professional	

General Position Summary:

Designs, installs, and maintains databases for the Idaho Judiciary. Ensures the security, reliability, quality, and integrity of database resources, and the appropriate availability of data to the court's users and agencies. This position works under the general supervision of the Sr. IT Manager, Applications and Data Solutions.

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;
- 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;
- Creates triggers, stored procedures, and query optimizations plans;
- Performs query and analysis of court database systems and creates reports;
- Queries and analyzes data for completeness and works with court staff to identify and correct incomplete data records;
- Applies data updates to ensure data accuracy;
- 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 in-house and outside agency 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;
- Provides 24/7 support for critical technology incidents.

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 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 5+ years) of experience as a Microsoft SQL Server database administrator;
- Experience as an Oracle database administrator desired;
- 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 and Oracle database strongly preferred), and experience in development or engineering.

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;
- Significant knowledge of data packaging and delivery tools and methodologies;
- Significant knowledge of Microsoft SQL query writing and optimization, SSIS package development, and report coding;
- Knowledge of web services, messaging, C++, .net, VB, html, xml, and PowerShell;
- 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 Oracle and Microsoft SQL databases;
- Knowledge of converting Oracle databases to Microsoft SQL databases;
- Skill in evaluating new software and determining applicability to the database environment;
- Skill in interpreting and translating end users requirements into logical and physical database designs;
- Ability to research and analyze problems logically and recommend appropriate courses of action;
- Ability to work independently;
- 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.

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 materials must be received by 5:00 pm MDT, Tuesday, August 8th, 2017.***

The Idaho Judiciary 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.