



Classification: Systems Software Specialist II (Tech)

Title: Lead Database Administrator

Salary: \$5,814.00-\$7,642.00

Posted: 11/8/16

Permanent, Full-Time

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$2 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

Not Your Average IT Shop

The Database Administrator (SSS II) is a member of the Information Technology Services Division (ITSD) Team comprised of highly motivated, collaborative professionals. We are searching for a self-starter, creative thinker with a positive attitude to join our team. Our focus is on providing excellent customer service. We strive to hire the best and brightest staff. We coach, mentor and guide them to become the best they can be.

Can you work under pressure and come up with innovative solutions to new problems? Are you willing to work in a small team and push everyone to be the best that they can be? Do you love learning new things and expanding your knowledge? If so, the ITSD Team might be the right fit for you.

About the System you'll support

The Grant Delivery System is comprised of 17 applications, the oldest of which was developed 30 years ago. The ITSD Infrastructure Team, with the help of other ITSD units, maintain and enhance these applications. The CSAC is currently taking part in the State's new IT project approval process administered by California Department of Technology. Upon completion, the CSAC will begin the Grant Delivery System Modernization Project which will provide a NEW fully integrated system.

Highlights of the Job

- CSAC Database Administrator.
- Assist in supporting and managing all CSAC databases.
- Acts a subject matter expert and actively oversees release, change and production database related activities.
- Collaborate with diverse technical and non-technical groups, spanning all organizational levels.
- Responsible for working with and in some cases oversight of contractors, evaluating and monitoring performance and deliverables.
- Manage multiple projects with competing priorities simultaneously.
- Identify metrics and drive initiatives to improve the quality of ITSD services.
- Act as the support DBA subject matter expert for the project team on the Grant Delivery Modernization Project.

Minimum Qualifications

<http://www.calhr.ca.gov/state-hr-professionals/Pages/1585.aspx>.

Preferred Qualifications

- Extensive database experience.
- Project management experience.
- Expertise in various database hardware and software.
- Effective interpersonal skills.
- Experience working on IT projects involving web services and web applications using .Net and Oracle technologies.
- Ability to grasp complex technologies and concepts.
- Understanding of technical architectures, standards and best practices.
- Understanding of technical development environments.
- Understanding of software development methodologies.
- Understanding and experience with ITIL and SDLC methodologies.
- "Hands-on" and detail oriented.
- Understanding of application support processes/issues.
- Knowledge and experience in database programming and testing.
- Experience writing technical design documents as well as policy, process and procedures.
- Strong writing, communication, analytical and organizational skills.
- Ability to effectively communicate via various media with management, stakeholders, customers, contractors, peers and staff.
- A willingness to learn new things, embrace change and support others with change management.
- An ability to perform well under pressure on time-sensitive and high priority projects.

Who Should Apply

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a Systems Software Specialist II (Tech) position. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Please reference RPA #16-034/JC# 42354, Position # 270-701-1373-xxx, Systems Software Specialist II (Tech) in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the "minimum qualifications" to determine whether transcripts may be needed.

How to Apply/Final Filing Date

Applications and résumés will be accepted by the final filing date of November 23, 2016, and must be submitted electronically through the CalHR Cal Career Jobs website at www.jobs.ca.gov. Résumés are optional, however, the Standard 678 Employment Application is required.

Applications will not be accepted by fax or e-mail and will only be accepted through the CalHR Cal Career Jobs website.

Please contact Personnel@csac.ca.gov if assistance is needed with the electronic application process. It can then be determined whether a hard copy application is an only option.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification:

Employee Name:	Vacant
Classification:	Systems Software Specialist II (Tech)
Working Title:	Database Administrator
Position Number:	270-701-1373-xxx
Location:	11040 White Rock Rd. Rancho Cordova, CA 95670
License/Other Requirement:	N/A
Date Prepared:	October 24, 2016
Effective Date:	

Function: *(Summary of Responsibilities)*

Under the general supervision of the Systems Software Specialist III (Supervisor), the incumbent works independently as a skilled technical specialist on a variety of information technology systems. Maintains and supports the Commission's database infrastructure; the incumbent also performs complex analytical studies and activities on complex information technology systems, projects and/or networks/systems and databases. This position is required to collaborate with Agency CIO, Network Administrator, Agency ISO, IT Service Desk and a variety of other CSAC entities. Acts as a backup to the CSAC Lead Database Administrator. The System Software Specialist II (SSS II) will use interpersonal skills to promote teamwork, collaboration and is responsible for providing system and database training to all impacted internal customers, management and stakeholders.

Reporting Relationships:

Reports directly to: Systems Software Specialist III (Supervisor).

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Information Technology Services Division (ITSD) supports CSAC in the delivery of State services and information to our internal and external stakeholders through information technology service management using the Information Technology Infrastructure Library (ITIL) framework and System Development Lifecycle (SDLC) best practices.

As a valued member of the CSAC IT Services Division, you make it possible for the CA Student Aid Commission (CSAC) to improve by providing expert and lead level support, being innovative, resourceful and flexible. As the lead team member it is critical to work cooperatively with team members and others; and treat others fairly, honestly and with respect. It is also important to work as scheduled and maintain a good attendance record. Your efforts are important to each member of the team, as well as students and schools we serve.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- *Exists to perform the function*
- *Limited numbers of employees available to perform function*
- *Highly specialized function*
- *Removal of function would fundamentally alter the job*
- *Must be able to perform with or without reasonable accommodation*

35% As a database administrator, responsible for the management of all CSAC databases. Also responsible for development, documentation and training on policy, processes and procedures related to effective and efficient database administration and support. Coordinates with business program staff to plan, schedule and execute the production batch jobs. Plans, analyzes, monitors, executes and documents data maintenance. Researches and extracts the complex data sets to support business and technical staff. Monitors and resolves problems involving production database performance, error and audit logs, server resources, and production batch jobs. Performs code migrations for applications from development through production environments. Supports auxiliary enterprise monitoring and security programs on an as needed and requested basis.

Acts as a subject matter expert in the support of CSAC executive management on all database related inquiries.

Works closely with CSAC Application Development Team to monitor and assist in resolving problems with all database environments, error and audit logs, server resources and production batch jobs. Participates as appropriate in the effort to coordinate with network, data center and application programmers to troubleshoot, identify and fix complex multidisciplinary problems.

30% Actively participates and supports a variety of activities in support of CSAC enterprise application systems including, but not limited to analysis, administration and upgrade of in-house database server operating systems; monitor, analyze and manage database security, auditing, and access privileges; manage tables, views, database constraints, stored procedures, triggers and indexes; monitor, analyze and manage database storage space and resource utilization; performs database installation and upgrades, administers database back up, restore, and recovery, performs loading, transformation, and uploading data; and utilizes database management software to code complex scripts to automate required system functions and manipulate data.

Analyzes, develops, documents and trains on policies, procedures, and tools for creating, classifying, updating transforming and accessing enterprise data. Develops database standards, techniques and architectures. Establishes the controls for updating, accessing and distributing enterprise data and database objects. Acts as the database administrator on software development projects to model, design, and create complex databases. Designs complex database schemes from enterprise data and business rules.

Works closely with configuration manager to maintain current versions of database objects in production and testing databases. Manages databases for unit, system, integration, and regression testing. Creates sanitized test databases and data sets for use in testing and training.

Actively participates in configuration, release and change management activities.

- 20% Responsible for acting as a subject matter expert Database Administrator resource to Project Managers on CSAC projects by creating, reviewing, and/or maintain technical specifications including database and architectural diagrams, and ensures the quality of technical and operational documentation. Review, create modify, and enhance requirements documents (technical and non-technical) as requested.
- Acts as project manager support for CSAC IT database projects and efforts. Provide subject matter expertise on database administration for CSAC projects as needed and required.
- Regularly report status to management and/or relevant project manager. Generate statistical reports used by management to monitor workflows and/or systems performance.
- 10% Leads the research and preparation of required reports or projects for control agencies and for future planning of network and services for Commission staff.
- Provides on-call support and attends meetings as needed.
- Represents CSAC in a professional manner during meetings, presentations, workshops and other CSAC promoted events.
- May act as a project manager on yet to be identified project efforts.
- Non-Essential Functions:**
- *Secondary to essential functions*
 - *Function is a minimal part of the job*
 - *Make up remaining duties of the position*
 - *Can be absorbed by another staff person*
- 5% Other duties as required.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

V. Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the CA Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.