

Database Administrator/Data Analyst

POSITION PURPOSE

The Database Administrator/Data Analyst will use extensive knowledge and skills obtained through education and experience to administer and manage SQL database systems. This includes creating, managing, monitoring performance and tuning databases, data architectures, and capacity planning. Candidate will have extensive contact with internal customers, IT departments from the higher education institutions within the state of Colorado, and nationwide education organizations providing requested data to these parties.

The Database Administrator works within the Data and Research division of DHE and directly reports to the Director of Information Technology.

ESSENTIAL DUTIES & RESPONSIBILITIES

Proactively monitor and maintain all databases and instances for all subdivisions within the Department.

- Create stored procedures to filter, manipulate, and validate data.
- Install, configure, customize, and maintain SQL Server 2012
- Modify existing SQL code based on new legislatively mandated changes to higher education public reports
- Enforce and manage database security and data integrity
- Migrate databases across SQL versions
- Perform troubleshooting and performance monitoring of DBMS including query tuning, server tuning, disk performance monitoring, memory pressure, CPU utilization, and backup/recovery in a VMWare environment
- Provide technical expertise to other programmers/researchers on correct methodologies in coding and manipulation of data sets
- Provide technical knowledge and leadership in conversion of files to SURDS database.
- Create Business Intelligence systems and managing SQL Server Analysis Services
- Use SQL Server Integration Services to migrate and format data
- Collaborate with IT and data research staff on planning of technical projects
- Create views, summarized data tables and procedures for use by DHE research analysts
- Create code for the population of reports for the Department's public web site
- Move data from a character/text-based DBMS to a formatted relational database using Integration Services and/or stored procedures.
- Use SQL Business Intelligence server to manipulate data and produce reports
- Provide development and production support to troubleshoot application issues
- Perform other duties as assigned.

Requirements:

- Minimum 5 years' experience working in information technology field as a database administrator, database developer, database architect, database analyst, or combination;
- Development experience with and functional knowledge of SQL Server 2008 & 2012 including table design, stored procedures, functions, TSQL;
- Bachelor's Degree in Computer Information Systems, Computer Science, MIS, Business Intelligence, Engineering or related technical discipline. Equivalent work experience in the Information Technology field will be considered;
- Project management or team lead experience preferred;
- Data management experience, such as collecting, transforming, transporting large datasets between systems while maintaining data security;
- Excellent communication and customer service skills;

Salary Range:

Dependent upon education and experience.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board.

The position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent upon successful completion of a criminal background check.

Application Procedures:

Apply by, April 27, 2015 5:00 pm

Please submit a cover letter, resume, salary history, and the names and contact information of three references to:

clangan@college-assist.org

or

Colorado Department of Higher Education
Human Resources
1560 Broadway, Suite 1600
Denver, CO 80202

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