



**DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement**

ANNOUNCEMENT NO: 20240422	POSITION: IT Specialist, Application & Data Services (Power Platform Developer)
OPENING DATE: April 22, 2024	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 9:00 a.m. – 5:30 p.m., Monday – Friday	ENTIRE RANGE: \$94,122 - \$150,304 DOQ (Grade 09) DOQ
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Career Service <i>Probationary to Regular</i>

This position is **NOT** in a collective bargaining unit.

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board (DCRB) is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Fund and the D.C. Teachers' Retirement Fund as well as to administer benefits for the members of the of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

POSITION SUMMARY

The IT Specialist, Applications and Data Services (Power Platform Developer) implements existing or proposed information management systems to meet business needs. Builds and maintains business solutions using the Microsoft Power Platform. Develops, monitors, and maintains applications and databases for the Agency. Develops complex queries and reports, manages content and operations of data repositories and systems. Coordinates the system infrastructure activities, including developing, implementing, and maintaining scalable data standards, procedures, and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Duties that occupy a major portion of time and importance of the job*)

Software Design & Development

- Develops PowerApps and PowerBi solutions that meet business requirements, including workflows in Power Automate to automate processes.
- Develops code for web/automation services and assists in architecting the infrastructure required to support those strategies.
- Develops original code and scripts to support web, app and social media projects. Creates new materials and or modifies existing material to meet evolving requirements.
- Modifies and maintains existing software to correct errors, to adapt it to new hardware, or to upgrade interfaces and improve performance.

- Monitors software configuration changes to anticipate and address the impact of data reliability and customer satisfaction issues.
- Ensures the rigorous application of information security/ information assurance policies, privacy, accessibility, and records management principles, and practices to the delivery of application software services.
- Assists in key process improvements as they relate to the web/automation services and customer experience (CX).

Quality Assurance & Release Management

- Identifies and corrects weaknesses in critical performance parameters and variances in achieving cost, schedule, and performance goals.
- Delivers zero defect solutions to meet and/or exceed customer satisfaction. Significantly increases IT efficiency with structured testing environments and plans.
- Ensures the applications are fully tested, documented, and adopted by end users and other stakeholders.
- Substantially reduce help desk costs (and tickets) due to increased reliability and standardization.
- Ensures compliance with Information Security in the areas of Identity, Authentication & Access Control, Input Validation & Encoding, Encryption, User & Session Management, Error and Exception Handling, and Auditing & Logging.
- Administers and supports multiple applications issues and troubleshooting. Administers and monitors Microsoft Office 365, Mobile Devices, and Board Meetings via Audio/Video system and Web collaboration software.

Data Management

- Builds, maintains and monitors development/test and production SQL Server environment.
- Performs database tuning and administrative functions for transaction based and data warehouse environments.
- Extracts raw data from source system and load/transform in target data warehouses. Manages on-premises data environments to ensure business units can share relevant data to make insightful decisions.
- Translates systems requirements into application prototypes.

Technical Expertise

- Identify areas and processes where Microsoft 365, and SharePoint Online .can be better leveraged and facilitate process improvement.
- Responds to and resolves all user/customer Desk-side reported problems. Provides after-hours support, as necessary.
- Researches and processes IT department procurement needs. Handles services and account renewals.

- Demonstrates a broad understanding of applications and technical architectures, expert understanding of applications development processes, an in-depth knowledge of leading-edge technologies and plans for the future of a technology and/or applications area.
- Evaluates the applicability of leading-edge technologies and uses this information to significantly influence future IT and/or business strategy.
- Other duties as assigned.

FUNCTIONAL COMPETENCIES

- Demonstrated experience in developing applications using Microsoft Visual Code, Microsoft Visual Studio, and using modern web programming (C#, HTML5, AJAX, ASP.NET, JavaScript, Python, PHP).
- Demonstrated experience of Power Platform features and functionalities. Experience with test automation software, tools, and utilities to build automated test scripts that are routinely executed to understand the impact of new enhancements to current and production code releases.
- Demonstrated experience with Microsoft SQL Server, including writing SQL queries, stored procedures, functions, views, and database triggers.
- Knowledge of sizing a SQL Server environment to properly recommend disk space, memory, and CPU capacity.
- Knowledge of Cloud-based service platforms and technologies.
- Ability to deliver frequent product deployments based on iterative, collaborative, and fast-paced development.
- Ability to communicate technical information clearly and concisely to non-technical users. Ability to create professional-level technical documentation, presentations, and procedures.
- Strong customer-service skills, with solid written, oral, and interpersonal communication skills.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor's degree in computer science or closely related field
- Equivalent work experience may be recognized in lieu of Bachelor's degree.
- Certifications in Microsoft Solutions Development, Database Administration, Dynamics GP, FileNet Content Management, Kofax Imaging, and Agile Development are a plus.

JOB EXPERIENCE (Years & Type)

- Five (5) years of experience in building applications using Microsoft Power Platform.
- Three (3) plus years of experience developing applications using Business Intelligence components (Power BI, SSIS, SSRS), SQL queries, stored procedures, and database triggers.
- Two (2) plus years of experience building integrations between Microsoft 365, Tableau, or Salesforce, and external applications is a plus.

- Experience with Microsoft Azure cloud platform and Amazon Web Services (AWS) is a plus.
- Windows/Linux/UNIX administration and migrating systems to cloud environment is a plus.

WORKING CONDITIONS:

- Normal office environment

COMPENSATION LEVEL: DCRB Grade 09

This job description indicates the general nature and level of work to be performed by an employee in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of an employee assigned to this job. The employee may be asked to perform other duties as assigned.

RESIDENCY REQUIREMENT:

If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

EQUAL EMPLOYMENT OPPORTUNITY

DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

RANKING FACTORS: NONE

HOW TO APPLY: Applicants must submit a completed District Employment Application (DC2000), letter of interest discussing eligibility and qualifications, and resume. The DC2000 is available as a fillable file document on the “Working at DCRB” page on DCRB’s website. You may view the page here: <http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Email to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful, and subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, Section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, Section 22-2405 et seq. (2001).

DRUG-FREE WORKPLACE ACT OF 1988: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

