



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20210715	POSITION: Senior IT Specialist, Application & Data Services
OPENING DATE: July 15, 2021	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 9:00 a.m. – 5:30 p.m., Monday – Friday	STARTING RANGE: \$98,208 - \$122,761 DOQ (Grade 10) (Career Service) Entire Range: \$98,208 - \$159,410
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: Probationary to Regular
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 Senior IT Specialist, Applications & Data Services analyzes, evaluates, and develops existing or proposed information management systems to meet business needs. Leads the code development and maintenance of the production applications and databases. Develops complex queries and reports, manages content and operations of data repositories and systems. Manages the system data activities, including developing, implementing, and maintaining scalable data standards, procedures and controls. Provides technical expertise in analyzing, diagnosing, and resolving problems in support of Web platforms and applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Software Design & Development

- Assists in developing strategies for web/automation services and client/server implementations; assists in architecting the infrastructure required to support those strategies.
- Gathers requirements and enhancement requests into the backlog of the applications, while assessing and prioritizing its development based on how it aligns to business value and business needs.
- 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.

- Leads in key process improvements as they relate to the web/automation services and customer experience (CX).
- Facilitates active customer involvement throughout the design and development process and ensures that changing customer requirements are addressed.

Quality Assurance & Release Management

- Leads the applications development process to identify and correct weaknesses in critical performance parameters and variances in achieving cost, schedule, and performance goals.
- 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.
- Delivers zero-defect solutions to meet and/or exceed customer satisfaction. Significantly increases IT efficiency with structured testing environments and plans.
- Oversees and provides technical expertise in the release and deployment of application changes while ensuring the applications are fully tested, documented and adopted by endusers and other stakeholders.
- Ensures that the quality, access, and usage of relevant business application and data assets are available to various business units on a timely basis.
- Ensures reduction of costs and improvement of the quality of a wide range of customer business processes.

Data Management

- Leads the design and development of large-scale databases involving multiple technologies, some operational or implementation risks, complex business functionality, and adhering to IT architecture standards.
- Performs database tuning and administrative functions for transaction-based and data warehouse environments.
- Leads the extraction of raw data from source system and load/transform in target data warehouses. Manages on-premise data environments to ensure business units can share relevant data to make insightful decisions.
- Manages and/or provides guidance to junior members of the team.

Technical Leadership

- Leads the design, planning, execution and support of major initiatives to enhance IT service delivery following best practices in Change Management, Enterprise Architecture and Project Management.
- Influences change management on an ongoing basis, taking steps to remove barriers accelerates its pace, and supports others through the change.
- Ensures enterprise-level IT specifications align with the agency's business requirements. Documents all design and analysis work in an integrated repository for access and reuse.

- Prepares and implements plans utilizing a variety of project management templates for a given initiative both short and long term to quality, cost, and time constraints.
- Writes Statements of Work (SOWs), reviews proposals, and works with other teams to ensure vendors are paid, and new contracts and purchases are addressed timely.

FUNCTIONAL COMPETENCIES

- Demonstrated experience in delivering enterprise applications with primary responsibility for design, architecture, development process, and project management.
- Serves as Subject Matter Expert in developing applications using modern Integrated Development Environments (IDE) such as Microsoft Visual Studio, Team Foundation Server, and using modern web programming (C#, HTML5, AJAX, ASP.NET, JavaScript, PHP).
- 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.
- Experience in migrating data using Extract, Transform, Load (ETL) and Extract, Load, Transform (ELT) method.
- Knowledge of Cloud-based service platforms and technologies.
- 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.
- Ability to function with an enterprise perspective and work with technical staff, management, and other entities staff on technical design and business issues.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor's Degree in computer science or closely related field; Master's Degree is preferred.
- Certifications in Microsoft Solutions Development, Database Administration, Dynamics GP, FileNet Content Management, Kofax Imaging, and Agile Development are a plus.

JOB EXPERIENCE (Years & Type)

- Minimum of seven years of progressive experience as a lead developer in building applications using Microsoft .NET concepts, Web Services, Low Code / No Code
- Minimum of five years of progressive experience developing applications using Business Intelligence components (Power BI, SSIS, SSRS), SQL queries, stored procedures, and database triggers
- Experience with Windows/Linux/UNIX administration and migrating systems to a cloud environment is a plus.

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.

WORKING CONDITIONS:

- Normal office environment

COMPENSATION LEVEL: DCRB Grade 10

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.

RANKING FACTORS: NONE

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application 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 is 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 results 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 (Pursuant to DCRB Policy No. DCRB-09-1-01).

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 WORK PLACE 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

