



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

ANNOUNCEMENT NO: <b>20111219</b>	POSITION: <b>Applications and Database Administrator</b>
OPENING DATE: December 19, 2011	CLOSING DATE: <b>December 30th, 2011, first screening</b>
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	<b>STARTING RANGE: - \$74,800 - \$84,150 DOQ</b> (Grade 9) (Career Service) Entire Range: \$74,800 - \$112,200
LOCATION: 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> 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 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 Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

#### **POSITION SUMMARY**

The Applications and Database Administrator coordinates the system infrastructure activities including developing, implementing, and maintaining scalable database standards, procedures and controls. The primary responsibility is to manage, develop, monitor and maintain the production, development and test applications and databases at DCRB.

#### **PRIMARY RESPONSIBILITIES**

- Manage the configuration of agency applications
- Manage access controls and user capabilities
- Manage application vendors
- Install and configure SQL database environments
- Perform architecture and design of SQL data structures for the Agency
- Design relational database schemas utilizing common and three-tiered database structures
- Perform database tuning and administrative functions for production and data warehousing environments. Conduct performance analysis of database environments from storage through operating system
- Perform SQL upgrades, migration, patching and other administrative functions.
- Engage to identify performance bottlenecks through best-practice database tuning and performance analysis methods
- Communicate projected timeline, develop applications according to specifications, provide detailed documentation of project work, and work with others to provide quality solutions.
- May develop stored procedures and/or triggers.
- Builds and maintains strong working knowledge of the DCRB business area and the applications that support it. Develops a basic understanding of the industry and the products and services of DCRB. Has a solid understanding of how systems effect and benefit the Agency.
- Works effectively with other team members, displaying a professional manner, and works to understand in detail internal customer expectations.
- Analyzes systems and processes from end to end, assessing how information/systems are managed and used from multiple perspectives. Will be frequently enlisted to address complex cross-technology, cross platform, and inter-agency issues. Evaluates

the technical and economic feasibility of proposed solutions. Designs databases with broad implication for the agency and/or the future architecture, successfully addressing cross-technology and cross-platform issues.

- Expected to participate in the design and development of databases on moderate to large sized projects, including those involving multiple technologies, some operational or implementation risks, complex business functionality, and implications for the agency and/or the IT architecture. Responsible for maintaining the IT database environment including the Financial System, the FileNet Application, the SharePoint Intranet, DCRB's Web Site, the proposed Pension Information System, and other systems acquired or developed by DCRB.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Fluent understanding of database structures and design are required
- Strong installation experience for SQL Server DB and application server in highly available mission-critical systems
- Strong experience working with SQL Server support for fast issue resolution on client environments
- Understand of how to properly recommend disk space, RAM and CPU capacities related to "sizing" an SQL Server environment
- Experience with SQL Server (2000, 2005, 2008) in test, development, QA and production environments in single or multi-tiered deployments
- Experience with MS SQL Server Administration and Event Monitoring
- Strong operating system experience in Windows environments for installation purposes
- Demonstrated ability to work independently and manage database projects with internal and external customers from conception, through implementation and support. The ability to use project management tools to document progress, risks, milestones, etc, is essential
- At least 2 years of experience using enterprise monitoring tools a required
- At least 2 years of experience using enterprise change management tools required
- PHP development experience is a plus
- HTML development experience is a plus
- Knowledge of social networking design and configuration is a plus

#### **QUALIFICATIONS**

- Bachelor's degree in Information Systems or equivalent technical training
- 4-6 years of related IT experience within a technical discipline
- Microsoft Certified Technology Specialist: Microsoft SQL Server required

#### **WORKING CONDITIONS**

- Normal office environment

**HOW TO APPLY:** Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The Employment Application is available at [www.dcrb.dc.gov](http://www.dcrb.dc.gov) under "Employment Opportunities"

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: Submit application materials to:** **HR Manager**  
**DC Retirement Board**  
**900 7<sup>th</sup> Street NW, 2<sup>nd</sup> floor**  
**Washington, DC 20001**

**Or fax materials to:** **(202) 566-5000**  
**Attention: HR Manager**

**Or e-mail materials to:** [dcrb.vacancies@dc.gov](mailto: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 Public Schools 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 a 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**

