



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Database Administrator 2

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$72,998.00 - \$110,983.00 Annually

JOB TYPE: Civil Service Permanent Full-Time

DEPARTMENT: State Employees' Retirement System

LOCATION: Dauphin County

OPENING DATE: 08/07/18

CLOSING DATE: 08/21/18 11:59 PM

JOB CODE: 01533

POSITION NUMBER: 00149902

UNION: Management

BARGAINING UNIT: A3

PAY GROUP: ST10

BUREAU/DIVISION CODE: 5020

BUREAU/DIVISION: Database Administration Division

WORKSITE ADDRESS: 30 North Third

CITY: Harrisburg, PA

ZIP CODE: 17101

CONTACT NAME: Jim Ditty

CONTACT PHONE: 717-237-0395

CONTACT EMAIL: jameditty@pa.gov

THE POSITION:



GENERAL INFORMATION

This opportunity has been posted to both the internal job postings [page](#) and the commonwealth's main employment [page](#). If you are a current or former commonwealth employee, you may want to apply to both the internal posting (bid) and external posting (civil service list).

Work Hours: A work schedule beginning and ending between 7:30 a.m. – 5:00 p.m. inclusive with a half hour or one-hour meal period will be considered dependent on operational requirements. The requested work schedule may not end prior to 4:00 p.m. .

Supervisor: Daniel Krautheim, Chief Information Officer

Financial Disclosure: The individual appointed to this position will be required to disclose financial information consistent with provisions of the Public Official and Employee Ethics Act and the Governor's Code of Conduct.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS

- Use Oracle databases and SQL language.
- Use techniques in database design.
- Perform database backup and recovery principles.
- Perform job duties using Unix and Windows environments.
- Use network techniques and protocols.
- Maintain effective working relationships.
- Analyze and resolve database problems.
- Perform database capacity planning.
- Communicate effectively; orally and in writing.
- Create policies and procedures.
- Perform the full range of supervisory functions

RESPONSIBILITIES

DATABASE ADMINISTRATION

Direct the creation and maintenance of Oracle and SQL Server databases to include production, training, full function testing and any other needs required by Applications staff or users for other purposes.

Direct and participate in the design and planning of SERS' databases, which support the mission-critical processes that provide member enrollment, account tracking, investment holdings, and retirement benefits to all employees of the Commonwealth, Legislature, State Universities, and other employer agencies.

Direct and participate in the analysis of business processes, procedures and problems to develop database and data solutions to meet business needs and support IT strategic initiatives.

Direct and participate in the maintenance of the Oracle development environment to include the Oracle application server and all components of the server, Forms, Reports, and other developmental tools and hardware.

Direct the establishment and maintenance of appropriate backup and recovery procedures for all database environments and regularly test these procedures to ensure acceptable recovery levels can be attained. Ensure that archiving is properly implemented where identified as necessary to enable point-in-time recovery. Ensure that backup jobs and data exports are completed successfully and data is available for recovery at any time. Ensure that maintenance schedules do not negatively impact system availability or batch processing.

Direct the implementation and maintenance of the SERIS security environment to include the Oracle menu roles and database object accesses. Process all security requests, both internal and external to SERS, for access to the SERIS application system and any other pertinent Oracle database schemas.

Direct and participate in the management of activities for monitoring system performance, identifying system bottlenecks, recommending application enhancements, and maintaining overall system performance standards to ensure acceptable user performance levels are met. Ensure that daily tuning scripts are executed and reviewed and that 3rd party database-monitoring tool is utilized.

Direct capacity planning and performance analysis efforts of Oracle databases. Ensure storage is utilized effectively and acceptable database response times are maintained. Plan database reorganization and defragmentation to best utilize available space. Recommend and budget for appropriate hardware and software to support database activities.

Establish procedures for the use of database auditing and ensure that appropriate levels of audit are supported at all times. Make data from audit files available upon request by the users, notably the auditors. Prepare ad-hoc reports from this data as requested.

Direct the development, review, and maintenance of data and data integrity by ensuring data models are current. Review, approve, and execute scripts specifically written for data cleanup or data modification.

Develop and control the procedures for migrating production programs (Oracle Forms, Reports, and COBOL programs) from test/development environment to production and vice versa. Verify that appropriate steps have been taken to ensure that a test program will not be moved to production.

Direct the development and adherence to standards and procedures that relate to data and database items.

Perform continual research on technological advances pertaining to the database environment and propose/perform installations and upgrades to new versions and products.

Maintain a thorough knowledge of latest developments in database administration/management techniques by reviewing professional publications, attending trade shows and training, and communicating with industry peers.

Ensure proper monies are budgeted for database-related items by recommending new or upgrades to hardware, software, and maintenance services that satisfy current and future requirements.

Participate in information technology planning activities with Applications and Technical Support Division directors regarding such issues as configuring the database structure, establishing database access techniques, addressing database performance issues, resolving database problems and IT architecture changes.

Critical member for the SERS COOP.

Assist application analysts with Oracle coding techniques and enhancements and database access methods, etc.

Work closely with OA/OIT on databases/applications that are housed at Commonwealth Technology Center.

Supervise two Database Administrator 1 positions.

Assess training needs of database staff and ensure required training is received on any and all products necessary to support the Oracle environment.

Participate in the performance of subordinates' work consistent with operational or organizational requirements.

Plan, organize, and assign work to staff to ensure implementation of work plans and to make sure deadlines are met. This includes regular review and updating of subordinate position descriptions.

Monitor, evaluate, and provide feedback on performance. This includes conveying and referencing performance standards, coaching and counseling staff, conducting progress reviews, and completing employee performance reviews.

Approve or reject leave requests and monitor employee leave usage in accordance with absence program provisions.

Work with agency Human Resources staff to recruit and hire individuals.

Work with agency Human Resources staff to pursue disciplinary action, if necessary.

Perform the full range of supervisory responsibilities.

Perform other related tasks as necessary and appropriate.

DECISION MAKING

Work is assigned both orally and in writing. Clear objectives and timeframes are provided. Different levels of direction is given depending on the complexity of the assignment. Employee is expected to take initiative and ask questions when needed.

Work is reported through bi-weekly status reports completed by the employee. Generally, an "in process" review is performed by the supervisor to assure objectives will be met within the established timeframes. Additional guidance is provided as needed. Completed tasks are either reported directly to the supervisor by the employee, or the supervisor will verify the results. Recurring tasks are reviewed periodically to assure continuance, completeness and accuracy.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

MINIMUM EXPERIENCE AND TRAINING

You must meet the minimum experience and training for the job title.

One year as a Database Administrator 1; **or** Four years of information technology experience that includes three years in the analysis, design, and maintenance of databases in overall support of database administration, and an associate's degree in any information technology field; **or** Six years of information technology experience that includes three years in the analysis, design, and maintenance of databases in overall support of database administration; **or** Two years of information technology experience in the analysis, design, and maintenance of databases in overall support of database administration, and a bachelor's degree in any information technology field; **or** An equivalent combination of experience and training.

PA RESIDENCY

Pennsylvania residence is required.

RECRUITMENT METHODS

You must be eligible for selection in accordance with civil service rules. Applicants must meet one of the following methods to be considered for this vacancy.

- Civil Service Lists
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- Promotion Without Exam (PWOE)
 - Promotion provisions are not subject to the collective bargaining agreement or memorandum of understanding.
 - You must have or have held regular civil service status in one of the following classifications:
 - Database Administrator 1 (01532)
 - You must meet meritorious service criteria defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of this posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
 - You must meet seniority criteria defined as a minimum of one year in the next lower class(es) by the posting close date

APPLY

The following material must be submitted with the online application.

- Resume
- Employee performance review: most recent regular or probationary review or indicate that one is not available
- Letter (voluntary demotion only): indicate you will accept the appropriate reduction in pay

Applicants should apply online. Visit www.employment.pa.gov. Click on the Open Jobs tile. From the Menu in the upper left corner of the screen, select the PA Internal Job Postings link. Open the relevant job announcement and from within the announcement, click the green Apply button. Use the point of contact listed above if you are unable to apply online and require assistance with an alternate application method.

Failure to comply with the above application requirements will eliminate you from consideration for this position. Please use the contact information provided for assistance.

You can [track the status](#) of current SERS openings from the Jobs page of the SERS website.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #2018-18827
DATABASE ADMINISTRATOR 2
JD

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer
