
		JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: DATABASE SPECIALIST		ESTABLISHED DATE: November 2023	
PAY GRADE: P	TOTAL HAY EVALUATION POINTS: 571	POSITION STATUS: <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	
FLSA CATEGORY: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		EEO CATEGORY: Professional	
REPORTS TO: MIS Administrator		APPROVED BY:  DANIELLE T. ROSETE, Esq. Administrator of the Courts	

NATURE OF WORK:

This position performs complex professional work involving the development, installation, integration, administration, maintenance, protection, and upgrade of databases that support judicial operations.

An employee in this class serves as the lead for all data analysis and provides technical assistance and reporting needs to all database users.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Analyzes storage resource capacity and growth requirements and recommends hardware or upgrades to meet judiciary needs.

Performs database restoration and system backup and recovery functions via Veeam Backup and Replication or another database and server backup software.

Oversees monitoring and management of judiciary databases.

Develops specifications for database management hardware and software upgrades and enhancements.

Performs tuning of indexes of database to reduce query processing time.

Performs software testing and promptly conducts troubleshooting to resolve technical and/or operational database problems in a timely manner to meet deadlines.

Creates queries, user accounts and permissions, reports, including on-demand customized reports.

Provides specialized database design, evaluates and recommends solutions on diagnoses to include action planning.

Monitors hardware and operating systems of database servers to mitigate issues proactively.

Maintains data files and monitors systems configuration to ensure data integrity.

Presents reports of findings on metrics regarding usage and performance for the SQL server.

Oversees the work of assigned staff to include conducting team meetings to ensure deliverables are met.

Serves as the liaison between MIS, Business and Data owners, Project Manager, developers and vendors.

Researches new technologies and its applicability to the courts database environment.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of planning, design, installation, security & protection, maintenance, and support of stand-alone, redundant and high-availability Microsoft SQL servers.

Knowledge of supporting databases running in virtual (VMware, Hyper-V, etc.) and cloud (Microsoft Azure, AWS, etc.) environments.

Knowledge of Domain Name Service (DNS), network protocols, and services needed to operate database servers on private and public clouds.

Knowledge of SQL log shipping and backup, restoration, and disaster recovery.

Knowledge of web design and implementation.

Knowledge of Microsoft Office Suite and Microsoft Windows Desktop and Server Operating Systems.

Ability to apply principles, practices and theory of database administration and management.

Ability to troubleshoot, diagnose, and resolve complex database server problems.

Ability to work with complex datasets.

Ability to conduct research and prepare technical written reports.

Ability to explain technical information to non-technical users.

Ability to work effectively with judiciary personnel and the public.

Ability to communicate effectively and delegate work assignments to technical personnel.

Skills in the administration of computer database systems.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- (A) Graduation from a recognized college or university with a Bachelor's degree in Computer Science, Information Science or closely related field plus five (5) years of experience in the administration and maintenance of database systems, inclusive of one (1) year of work experience in networking, desktop, and server support; or
- (B) Graduation from a recognized college or university with an Associate's degree in Computer Science, Information Science or closely related field, plus six (6) years and six (6) months of work experience in the administration and maintenance of database systems, inclusive of one (1) year of work experience in networking, desktop, and server support; or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position as acceptable by the appointing authority.