



Job Description

Primary Location United States of America-OHIO-Franklin County

Organization Public Defender Commission

Classified Indicator: Classified

Bargaining Unit / Exempt: Bargaining Unit

Schedule Full-time

Compensation: 32.85

Unposting Date Aug 15, 2019

Job Function Database Administration

Agency Contact Name: Cherish Berry

Agency Contact Information: cherish.berry@opd.ohio.gov

Database Administration Specialist 2 (190004JC)

Description

The Office of the Ohio Public Defender (OPD) seeks an innovative teamplayer to serve as Database Administration Specialist 2 for the Management Information Systems section of OPD. The position will be responsible for database management and report-writing for OPD Online and related projects. OPD Online is a web-based application that provides Ohio's public defenders with a unified system to manage contacts, cases, calendars, documents, and billing.

The essential duties of the Database Administration Specialist 2 include, but are not limited to, the following:

- Designs, organizes, stores and presents SQL database resources (e.g., OPD Online, Access Databases, Helpdesk) in order to efficiently provide essential data when needed (e.g., conducts performance tuning and configuration, optimizes database systems, performs load and scalability testing; issues Tier II resolution; designs and maintains various versions of data models, creates ERD (entity relation diagram), conducts data normalization, writes platform specific code and scripts.
- Performs data migrations and business process monitoring, and writes platform specific code for data migrations. Resolves high availability problems and issues: restores malicious deletions.
- Reports business intelligence (warehousing); monitors and tunes data warehousing process, supports business intelligence activity, monitors and tunes business intelligence activity and performance.
- Serves as agency subject matter expert for Azure environment. Designs, maintains, tunes and troubleshoots all IAAS, PAAS & SAAS instances in agency Azure cloud. Responsible for optimizing performance, recommending best practices and identifying and correcting problems.
- Designs, develops and implements reporting and analytics solutions using Tableau and Power BI. Designs, develops and implements data visualizations. Meets with business stakeholders to gather reporting requirements. Meets with technical stakeholders to perform code reviews and elicit feedback. Develops, publishes and schedules reports and dashboards to meet business requirements.
- Provides primary support of OPD Online application as it relates to database and Azure management and secondary support in many aspects of the application in the areas of end user support.
- Monitors help-desk support requests via e-mail; provides courteous technical assistance to system users with customer service as a priority (e.g., troubleshoot issues related to SQL, Azure, Tableau, Power BI and OPD Online).

Performs other related duties as assigned & within the scope of the DBA Specialist 2 classification. (e.g., attends meetings, conferences &/or training sessions, maintains certifications related to job responsibilities).

OPD Mission: Advocating. Fighting. Helping.

OPD Values:

- **Compassion.** *We will be mindful of the conditions and experiences that shape those who come to us for help and each other.*
- **Dignity.** *We will treat all with respect.*
- **Equity.** *Our work and our office will be free from bias or favoritism towards others and each other.*
- **Integrity.** *We will act with sound moral character and a dedication to professional and ethical principles for our clients and each other.*
- **Service.** *We will dedicate ourselves to protecting the rights of indigent individuals, and in doing so will protect the rights afforded to all citizens by the Constitution.*
- **Community.** *We will foster a collaborative and supportive environment and empower each other in our work protecting the rights of our clients.*

PLEASE NOTE: A cover letter and list of references must be submitted with this application. Your application will not be considered without a cover letter and list of references.

About the Office of the Ohio Public Defender (OPD)

The Office of the Ohio Public Defender (OPD) is the state agency responsible for providing legal representation and other services to people accused or convicted of a crime who cannot afford to hire an attorney.

OPD Vision: A Fair Justice System.

OPD EEO Diversity and Inclusion Mission: Our commitment to inclusion is inseparable from our commitment to a fair justice system. We strive to ensure inclusive spaces and services for our staff, our clients and our diverse Ohio community. We recognize that we can best meet our public defense mission by recruiting and retaining a diverse workforce. Together, we commit to creating a culture of respect that enacts our values and supports success.

Qualifications

Completion of undergraduate core program in computer science or information systems; 36 mos. combined work experience in any combination of the following: conducting performance tuning and configuration, creating data models and providing technical Tier II database support including 12 mos. work experience in the primary technology specified by the agency in the position description & job posting.

-Or completion of associate core program in computer science or information systems; 42 mos. combined work experience in any combination of the following: conducting performance tuning and configuration, creating data models and providing technical Tier II database support including 12 mos. work experience in the primary technology specified by the agency in the position description & job posting.

-Or 60 mos. combined work experience in any combination of the following: conducting performance tuning and configuration, creating data models and providing technical Tier II database support including 12 mos. work experience in the primary technology specified by the agency in the position description & job posting.

-Or equivalent of minimum class qualifications for employment noted above.

Note: The official position description on file with the designated agency is to reflect the required, primary technology directly relating to the duties of the position. Only those applicants possessing the experience in the required, primary technology listed in the position description & job posting are to be considered for any vacancies posted. The job posting must list the required technology commensurate with the position in question.

Knowledge of: oral and written communication tools and techniques, customer support and personal service, technical writing and documentation practices, technology design, mathematic principles relative to assigned area in IT, IT principles, methods and practices in assigned specialty area, state and agency policy, procedures and applicable laws*, vision, mission and goals of agency*, systems performance management, IT lifecycle concepts, project management principles and methods, develop system specific specifications, back-up and recovery procedures, interrelationships of multiple IT specialties, database management principles and methodologies for data modeling. Skill for: reading comprehension, speaking, service orientation, troubleshooting, critical thinking, using data recovery tools and techniques, complex problem solving, judgment and decision making, assuring quality, identifying and specifying business requirements, lead work, and database analysis and evaluation. Ability to: prepare meaningful, accurate and concise reports, stay abreast of current technologies in area of IT assigned provide expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues, and define problems, collect data, establish facts and draw valid conclusions. (*)Developed after employment

Working Conditions

Work hours are generally 8:00 a.m. to 5:00 p.m., subject to necessary modification for emergencies, special projects and system maintenance or for travel. May be required to work evening or night shifts (variable starting and ending times, compressed work week, or other flexible hour concepts), may work weekends or holidays.

Comments

Intentional omission of relevant information, falsification, or misrepresentation of information on the application will disqualify the applicant. In addition, such intentional acts are grounds for immediate termination of an employee.

Background Check Information

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.