



Career Opportunity



About DRS

The [Department of Retirement Systems](#) is an umbrella organization responsible for administering eight public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,300 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

- Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

JOB TITLE: Database Administrator/Production Control Supervisor (ITS/AS 6)

LOCATION: Tumwater, Washington

OPENS: February 16, 2010

CLOSES: Open until filled*

****Your prompt response is encouraged as initial review of application materials will occur February 23, 2010.***

This is a permanent, expert-level position that serves as the highest level technical authority for agency database administration. As Database Administrator, the position is responsible to protect and secure the integrity of highly confidential and mission critical high risk/high impact member databases systems. Oversees, monitors and maintains all aspects of the agency's database environment including data analysis, database management, and the information systems areas of the Disaster Recovery Program. Supervises Information Technology Specialists and serves as technical mentor, coach and trainer to others.

Serves as management advisor and technical consultant to enhance and maintain on-going operations of database applications and provides quality assurance on mission critical databases systems. Uses advanced business knowledge to test, build, and rebuild database environments based on agency need and/or legislative mandates. Liaison between the agency and external service providers.

Analyzes data use, defines data standards, file structures and databases. Maintains very complex production environment using ADABAS and SQL as the database management systems. Manages change control across multiple platforms and plans for database space requirements. Oversees the migration of mainframe software to support agency database applications.

NOTE: Due to the level of security held by this position, a criminal background check will be conducted on the preferred candidate prior to appointment.

Why work at DRS?

DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

- A diverse, professional working environment;
- Opportunities for training, growth and advancement;
- Tuition reimbursement;
- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

*The Washington State
Department of
Retirement Systems is an*

Desirable Qualifications:

- A Bachelor's degree in Information Technology/Computer Science
- Knowledge in the use of Natural
- Experience in the use of Data Analysis Methodologies
- Experience in the use of RACF, CA-7, N20, SQL
- Experience supervising or leading professional staff

AND

- At least three years' required experience as a ADABAS Database Administrator

Desirable Competencies:

- **Analysis:** Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.
- **Verbal and Written Communication:** Conveys information in writing and through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the individual/group with whom he/she is communicating; documents situations and services in a manner that is methodical and readily understood by others.
- **Cooperation:** Ability to be pleasant with others on the job and display a good-natured, cooperative attitude.
- **Customer Focus:** Builds and maintains internal and external customer satisfaction with the products and services offered by the organization. Anticipates and meets the need of clients. Committed to continuous improvement of services.
- **Dependability:** Is reliable, responsible, dependable and fulfills obligations accurately and on time
- **Directing Others:** Is good at establishing clear direction; sets ambitious but achievable objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with others on work progress and results; brings out the best in people; is a clear communicator.
- **Ethics, Integrity, Values and Trust:** Earns the trust, respect and confidence of co-workers and customers through consistent honesty, forthrightness and professionalism in all interactions.

equal opportunity employer. Women, racial and ethnic minorities, military veterans, persons of disability, and persons over 40 years of age are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.

- **Planning:** Accurately determines length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Compensation

Range 70 (\$5,535 to \$7,258 per month), depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

How to Apply

Interested applicants who meet the qualifications and competencies listed in this announcement are invited to apply for consideration through www.careers.wa.gov. This recruitment can be found by entering ***20713*** in the "Search for" field.

Individuals **MUST** follow the application instructions provided in this recruitment announcement in order to be considered for this opportunity. The following materials must be attached to your electronic application:

1. A resume detailing the name(s) of employer(s) and length of employment;
2. A letter of interest describing applicable qualifications and experience relative to the desirable qualifications and competencies for this position; and
3. Three professional references with current telephone numbers

OR

You may elect to submit a completed [state application form](#), along with the required cover letter, resume, three professional references and written responses either directly to DRS Human Resources or electronically to HumanR@drs.wa.gov.

All application materials will be screened to determine who will participate in the assessment and interview process. Application packages will be evaluated on quality and completeness as part of the screening/evaluation process.

For questions, please contact the DRS Human Resources Office at HumanR@drs.wa.gov.