

Database Support Professional

Colorado Department of Higher Education

POSTING DATE: March 4, 2024

CLOSING DATE: March 25, 2024

COMPENSATION: \$70,000-\$75,000/annually

JOB TYPE: Full Time

FLSA STATUS: Exempt

DEPARTMENT INFORMATION:

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and as needed, regulate the activities of the state's postsecondary education institutions.

DESCRIPTION OF JOB:

The position's primary role is to assist in the building, structuring, and secure management of Colorado Department of Higher Education (CDHE) databases. This position will work closely with CDHE's Database Administrator to ensure alignment to other CDHE systems.

Specifically, this position will assist with increased, on-going workload to manage, maintain, upgrade, and improve the Department's database infrastructure and security. This position will also help the Department improve database architecture and implement a data retention/archive policy and plan.

This position reports to CDHE's Database Systems and Web Developer Manager.

Essential Duties & Responsibilities

- Support management, maintenance, upgrades, and improvements to CDHE database infrastructure and security aligned to guidance from the Colorado Office of Information Technology (OIT) and its Government Data Advisory Board (GDAB);
- Support work to enhance database architecture at CDHE including (but not limited to) encryption of data that is stored on state servers, management of user access to data, and maintenance of historical postsecondary data;
- Support CDHE web-based applications and websites. This includes applications such as SURDS, the FAFSA portal, internal database systems, and code-based sections of the CDHE website;

- Manage and maintain the COF (Colorado Opportunity Fund) application and database system;
- Support work to develop and enhance Business Intelligence Tools;
- Extract and analyze data to deliver approved data requests to requestors;
- Provide reports and deliver presentations upon request.

REQUIRED QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university in information technology, computer science, data security, or related field and relevant experience.
- Appropriate experience will substitute for education on a year-for-year basis.

AND

Experience:

- Minimum 2-3 years' experience with a Microsoft SQL server database 2012 or later including table management, T-SQL and stored procedures.
- Experience with Visual Studio, Microsoft SQL Server Developer, Microsoft Azur SQL.
- Experience with Microsoft 365 products including Microsoft Office.

Competencies:

- Self-starter & self-directed
- Ability to work independently
- Ability to plan and manage projects independently
- Strong organizational skills and detail oriented
- Ability to work in a fast-paced environment
- Ability to meet deadlines regularly
- Ability to manage project progress and adapt work as required

PREFERRED QUALIFICATIONS:

Experience:

- Experience supporting database administrators tasks
- VB.Net ,C# , MVC and ASP.Net.
- Experience with SSH File Transfer Protocol
- Experience with Microsoft IIS
- Knowledge of the higher education system or experience in higher education or institutional research
- Experience with project management

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately, and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA).

WORKING CONDITIONS

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Works a 40-hour work week, either remotely, hybrid or in-office, depending on the arrangement met during employment with the supervisor during normal office hours of Monday –Friday 8-5. Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. A conflict of interest includes, supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent

for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.