

## **DATABASE SPECIALIST**

### **Job Overview**

The Database Specialist is a full-time position primarily responsible for maintaining and modifying the database associated with implementation of the School as Hub for Birth – Grade 3 approach. This database is a customized version of the ChildPlus database system and is designed to support documentation, continuous improvement, and evaluation of work conducted in association with the Superintendents' Early Childhood Plan for the Learning Community of Douglas and Sarpy Counties. The Database Specialist will work closely with the Buffett Institute Research and Evaluation team to link data stored in an external location to data stored in ChildPlus.

### **Buffett Early Childhood Institute Profile**

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (<https://buffettinstitute.nebraska.edu/>) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

### **Job Responsibilities**

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested. This list describes major responsibilities to support the Buffett Institute by aligning editorial content strategy and writing to the Institute goals:

#### **Database Analysis, Programming and Support (70%)**

- Maintain and modify the School as Hub database and database applications.
- Translate user needs into technical solutions within the database.
- Create and maintain technical documentation, including an administrative data book for the database.
- Troubleshoot database system issues with the ChildPlus Technical Support Team.
- Develop database report formats and prepare database reports for various users.
- Collaborate with the Buffett Institute Research and Evaluation team to provide access to selected database content and link external data sources to data stored in ChildPlus.
- Develop programs to chart and summarize data.

- Understand conceptual and physical data models using relational and dimensional data modeling techniques.
- Maintain system storage structures needed for reporting solutions and ensure that storage, archiving, backup, and recovery procedures are functioning correctly.
- Revise existing database structures and processes in response to changing technology and/or user needs.
- Perform detailed data analysis including data quality and consistency by monitoring data.
- Support data extraction, integration, transformation, load processes and manage developed workflows.
- Troubleshoot access permissions and privileges.
- Monitor performance and parameters to provide fast query responses to users.
- Communicate regularly with technical support personnel and users to ensure database integrity and security.
- Assist in supporting interfaces to outside database and reporting tools when appropriate.

#### **End-User Support (25%)**

- Be responsive to all user questions, issues and requests.
- Provide technical assistance and support to all users.
- Identify problems, determine possible alternatives, and implement optimum solutions in anticipation of and reaction to user feedback.
- Prepare for problems or opportunities in advance. Perform risk assessment and risk mitigation.
- Assist with regular creation, review, and maintenance of quality user documentation, aids, and training curriculum.

#### **Continuing Education (5%)**

- Support the goals and mission of the Institute and attend internal and external training sessions and conferences as needed to stay current on the latest trends and technologies.

#### **Required Qualifications**

- This position requires a bachelor's degree in computer science, information technology, statistics or related field and experience in database administration.
- Three (3) years of experience with database management including but not limited to security set-up and maintenance, interface customization, module design, and query.
- An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be considered.

#### **Preferred Qualifications**

- Master's degree in computer science, information technology, statistics or related field.
- Experience with database programming languages.
- Experience with Microsoft SQL server.
- Experience with basic statistics and data visualization.
- Experience exporting data to be used for statistical analyses.
- Experience linking data from various sources.
- Knowledge of ChildPlus database systems is ideal.

## How to Apply

Applications are processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu). Direct questions about the online application process to: (402) 472-7990.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation or protected veteran status.

## ADDENDUM FOR DATABASE SPECIALIST

### Competencies

- Nature/Complexity of Work  
Duties include data management, extraction, integration, collection, analysis, and summarization of findings. Information and analyses must be accurate and timely. Currency of technical skills is vital in order to react quickly to changing reporting needs and technology. University applications and systems knowledge must be ongoing. Must be able to function as a team member on projects and collaborate with other analysts, in addition to working with other functional areas internal and external to the Institute.
- Problem Solving/Decision Making  
Staff member has freedom to decide how tasks will be accomplished in compliance with data, fiscal, budget reporting guidelines, university policy and Board of Regents-approved methodologies for developing information and state and federal Law. Decisions must often be made quickly to meet aggressive customer demands.
- Strategic Input  
Absolute accuracy on all reports, databases, and website information is imperative. Scope is very broad including topics of interest to the Board of Regents, executive management, state and federal agencies, peer institutions, and external constituents. The impact of errors is far-reaching. The possible adverse impact of errors in work necessitates that a team review approach be used to minimize errors. Review is required by Institute leadership before information is released by this position, but the responsibility for error-free detail supporting analytical results rests on the employee.
- Know-How  
In addition to minimum qualifications this position requires excellent organization skills, ability to work under pressure and stringent timelines, make sound priority judgments, and have the initiative to work independently as well as in a team setting. Strong analytical, problem solving and multi-tasking skills are required. The employee has university-wide access to confidential information pertaining to employees, students, children, and families. Furthermore, the employee has access to work-in-progress discussions and confidentiality is required.

- Technical Skills  
This position requires knowledge of relational database functioning using competency in applying basic statistics. Proficiency in working with complex databases demonstrating the ability to cleanse, extract, organize, and successfully communicate with others who use the data is required. Knowledge of and experience with data management and other data extraction and analysis tools is required. Experience with Microsoft SQL server is preferred. Capacity and flexibility to learn and use other reporting software is essential. Email, Internet browsers, and Microsoft Office (Word, Excel, Access, and PowerPoint) are used daily to prepare data, process documentation and create communication materials or informational presentations.
- Interactions  
Relationships with various entities both internal and external to the university are involved. Examples include: officers from academic affairs, student affairs, and institutional research on the campuses, employees of state and community college systems, members of external policy-making entities, and representatives of private external organizations. This position will help build and strengthen relationships with NU campuses and must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position also interacts with external constituencies. Excellent verbal and written communication skills, interpersonal skills, and meticulous attention to detail and accuracy are essential for purposes of composing documents and reports, exchanging information, plans and objectives, and providing technical support to end-users. Ability to explain diverse technical topics in easy-to-understand language.
- Supervision  
This position exercises no direct supervision over others. This position reports to the Associate Director for Research and Evaluation and receives supervision from both Associate Director for Research and Evaluation and the Program Administrator.

**General Information:**

Job Family: IT  
Job Code: 49303333 (Database Analyst L1)  
Salary Range: \$56,700-\$85,100  
FLSA: Exempt  
Position Number: 419  
Org. Unit Number: 50008150 (BECI)  
Date of Last Update: 07/24/2019 by K. Harper, Associate Executive Director for Operations

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit, and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

**Work Conditions:** The noise level in the work environment is usually moderate and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space and conference rooms.

**Job Description reviewed and approved by:**

Name	Date	
		Employee
	07/24/2019	Human Resources Representative
	07/24/2019	Supervisor or Department Representative