CAREER OPPORTUNITY

IT DATABASE ANALYST I/II

CITY OF ROSEVILLE, CALIFORNIA

ANNUAL SALARY: $61,274 - $94,841 DOE/DOQ

316 Vernon Street Roseville, Ca 95678
**roseville.ca.us/IT**

The City & community

The City of Roseville is a full-service City with a City Council/ City Manager form of government which has over 1,300 employees, an annual budget of approximately $500 million and serves approximately 137,000 constituents.

Roseville, CA is the largest city in Placer County and receives accolades for the best place to raise a family, start a business, buy a first home, and retire; as well as: most playful city, healthiest city, and one of the lowest cost places in California to do business.

Roseville is a 25- minute drive from California's capital, and close proximity to world-class destinations such as San Francisco, Napa Valley, Lake Tahoe, and Yosemite, with many options for recreation, leisure, and entertainment that are seemingly boundless.
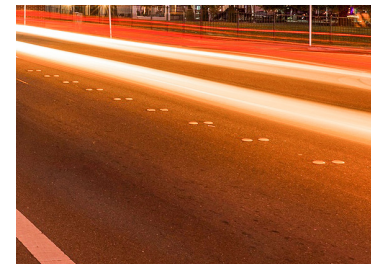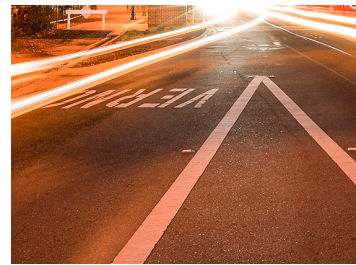
The strength and balance of Roseville's diverse economy allows the City to thrive. Business ventures in Roseville range from technology and healthcare to railroad operations and financial services.

There are always plenty of opportunities for outdoor activities like hiking, biking, swimming, skiing, and snowboarding. Choose from an abundance of recreational programs, including over 60 neighborhood parks, several golf courses, state-of-the-art fitness centers, and thousands of acres of open space.

Several schools within city limits have been recognized with "California Distinguished School" awards, and Roseville is within driving distance of William Jessup University; Sierra Community College; California State University, Sacramento; and the University of California, Davis.
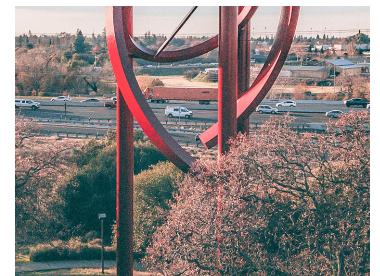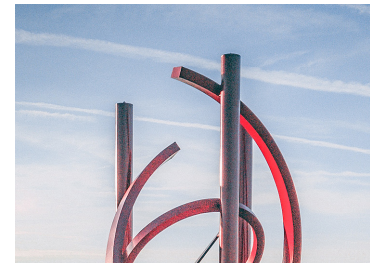
The department

The Information Technology Department (IT) is the centralized provider of technology solutions to the City of Roseville. The department consists of 47 staff and a $10 million operating budget. The department supports over 70 facilities, 1500 computers and has two central data centers.

The department provides essential technology infrastructure services such as data storage and internet connectivity; hardware and application deployment, support and maintenance; project management services; information security services; and a governance model for aligning city goals and funding.

The IT Department is comprised of three major functions with six divisions.

Client & innovation services

Client Services

- Incident management
- Technology procurement
- IT service management

Enterprise Solutions

- Utility billing
- ERP (Finance, Human Resources, Procurement)

Business & Cloud Solutions

- Department and public safety applications

Strategic planning & digital communications

- eGovernment
- Web
- Budget
- Strategic planning
- Technology Governance (TGC) & Project Management
- Policy and procedures

Cyber Security

- Enterprise Security Architecture and design
- Risk assessment
- Employee security awareness training

Infrastructure solutions

Data Intelligence

- Business Intelligence
- Enterprise GIS
- Database Administration
- Data Solutions
- Open Data

Network Infrastructure

- Radio operation
- Voice/video/data convergence
- Server and storage administration
- Cyber security
- Networking architecture

Recent accomplishments

- Digital Cities
- MISAC President's Award
- Graphical Information Display Award
- Excellence in IT Practices Award
- **And, more…**

Current & future opportunities/challenges

- Foster a culture of engagement and collaboration
- Provide creative solutions for the City that strengthen the services it provides
- Empower our customers to make better quality decisions and drive innovation
- Implement Emerging & Disruptive Technologies
- Build upon Open Data initiatives to promote transparency and collaboration
- Increase automation and build efficient integrations between Enterprise applications
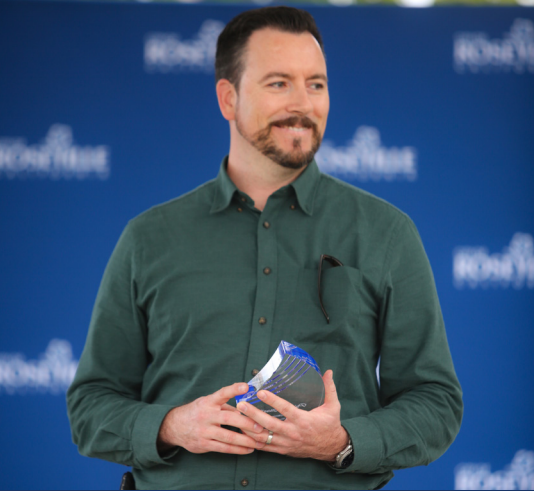
The position

We are looking for three Database Analysts to be a part of the IT Department's Data Intelligence Team that will focus on the following key areas:

Data Integration (Full Time)
This position performs data integration, data extraction, conversions, data cleansing, configuration workflows, web service integration, dash boarding and reporting, performance measurements and database administration.

Open Data (Limited Term)
This position will be tasked with Open Data initiatives such as Open Data stories for financial transparency, tracking council goals, tracking capital improvement projects, and tracking performance goals.

Database Administration (Part Time - 1500 hr per year)
This position will support the database management service including tasks such as database backup / restores, database migrations, database performance tuning, SQL server installations, and performance monitoring.
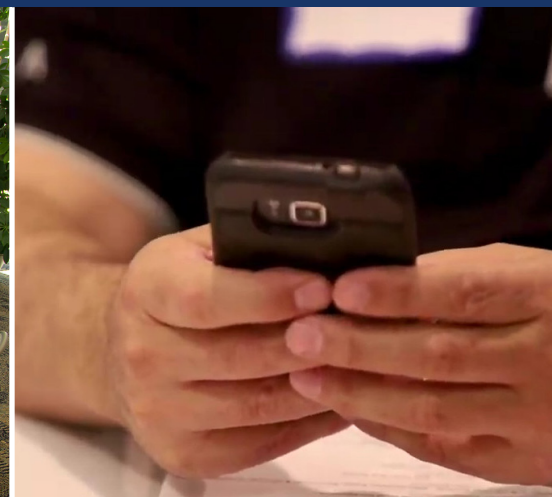
The Ideal Candidate

The ideal candidate will perform professional level work in designing, installing, managing, updating, and securing a variety of database systems, including spatial and relational systems; to provide support to information systems personnel and user departments relative to current and anticipated database systems.

Additionally, the ideal candidate will...

- Perform professional level work in designing and maintaining a variety of database systems
- Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures
- Analyze, diagnose, maintain, and troubleshoot database and related network systems
- Install and configure database specific desktop/server hardware and software
- Provide technical expertise to City departments in support of business goals
- Maintain and administer security systems and methodologies
- Train or instruct users in the use of various databases.
- Create and maintain database backup and recovery procedures
- Maintain confidentiality as necessary

- Work weekends, evenings or standby, as required
- Prepare a variety of reports and maintain accurate records and files
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Independently perform professional work in support of the City's database systems, data management and analysis, and related network infrastructure
- Analyze, design, program, install and maintain highly technical and complex operating programs
- Troubleshoot, diagnose and resolve issues effectively
- Prepare written procedures for complex database solutions
- Write operating instructions and procedures for electronic data processing machine applications

Employment standards

- Database Analyst I - No professional experience required.

- Database Analyst II - Two years of responsible experience performing duties similar to that of a Database Analyst I with the City of Roseville.

- A Bachelor's degree from an accredited college or university. Course work in computer science, information systems, GIS or a related field is desirable.

- Possession of a valid California driver's license by date of appointment.

Salary & benefits

The annual salary range is **$61,274 - $94,841 DOE/DOQ** on schedule B; salary will be negotiated upon qualifications and experience. The below benefits are offered to Full Time and Limited Term employees only. 1500 hour employees receive a limited benefits package that includes enrollment in the Public Employee Retirement System (PERS) and a limited medical city contribution of $139 per month.

RETIREMENT
The City participates in the California Public Employee's Retirement System (PERS) under a 2.7% at 55 formula for classic members and a 2% at 62 formula for new members. The City does not participate in social security.

HEALTH AND WELFARE INSURANCE
The City contributed $1347 per month towards the medical premium for employee and eligible dependents along with a $198 per month flex credit which may be applied toward medical, dental and vision premiums.

RETIREE HEALTH
Tier III RHS contribution program. City contribution of $100/month after five years.

LIFE INSURANCE
City-paid at two times the annual salary.

HOLIDAYS
12 paid holidays/year.

SICK LEAVE
12 days per year.

PERSONAL LEAVE
45 hours per year (After six months of employment)

DEFERRED COMPENSATION PLAN
City contributes 3% after five years of service.

OTHER BENEFITS
Business expense reimbursement, and travel budget.

HOW TO APPLY

For first consideration, apply by

MARCH 6, 2020 at **roseville.ca.us/jobs**

All candidates must complete the supplemental questionnaire as part of their application in order to be considered for this position. If you would like to be considered for both the I and II level, you must apply for each recruitment.

Please contact the Human Resources Department at with any questions at **916-774-5475** or **humanresources@roseville.ca.us**

For questions on benefits contact:

Derek Bowman
Human Resources Department
916.774.5206

The City of Roseville is an Equal Opportunity Employer