



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Database Administrator in the Information Systems, Software Development Division

Job Posting Number: 18-037	State Classification: Database Administrator IV/0213
Division: Information Systems	State Pay Grade: B24
Department: Software Development	Posting Date: March 7, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$4,917 - \$7,500/ mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs highly complex (senior-level) database administration work. Work involves coordinating the planning, development, maintenance, and monitoring of integrated database systems; evaluating and reviewing database policies and procedures; and maintaining data integrity. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Reviews, evaluates, designs, implements, and maintains TDHCA's Oracle databases, which house data for the agency's custom web applications and PeopleSoft Financials installation.
- Provides technical guidance to IT personnel in the investigation, analysis, and resolution of database problems.
- Defines and designs logical and physical relational data models and structures in support of project requirements.
- Utilizes appropriate measures to ensure acceptable performance, including changing device allocations and file sizes, building indices, reorganizing tables, and purging data.
- Monitors and tunes database subsystems to ensure optimum performance.
- Ensures databases will support growth, change, and access demands.
- Develops and applies procedures for database cloning, backups, and recovery using Unix shell scripts and Oracle RMAN.
- Supports agency-specific data management functions, including reports development and performing SQL updates to address specific agency program requests.



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- Participates in evaluation, acquisition, and implementation of database hardware and software.
- Plans, coordinates, and supports migration to new data management system software levels.
- Develops and enforces development and security standards for all databases.
- Regularly reviews access authorizations and verifies that unauthorized persons cannot access applications and data.
- Designs, builds, implements, and maintains scripts, views, stored procedures, functions, packages, and triggers.
- Assists with stored procedure optimization, index tuning, and SQL tuning.
- Prepares technical documentation on database architecture and design.
- Performs Oracle software installations and patching on Unix environments.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in the Information Systems Division, including performing risk assessments of ISD's high impact processes and identifying and communicating control processes and steps to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- **Required:** Five years experience in Oracle database administration, Unix operating systems and developing Unix shell scripts, and related computer systems analysis work.
- **Required:** Graduation from an accredited four-year college or university, or an additional four years of related work experience.
- **Required:** Prior experience using Oracle support and Metalink Web site.
- **Preferred:** Experience supporting PeopleSoft Financials environments, including PeopleSoft database support and the use of PeopleTools components such as Application Designer, Component Interface, and Process Scheduler.
- **Preferred:** Microsoft SQL Server database administration experience.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- High proficiency in Oracle 10g and above.
- Strong written and verbal communication skills with the ability to work in a team environment.
- Strong understanding of SQL and Oracle PL/SQL.
- Proficient using TOAD and other database management tools.
- Knowledge of the principles, practices, and techniques of computer programming and systems design; of computer operations, systems, and procedures; of project control and cost estimating techniques; of computer programming languages; of data



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- processing flowcharting techniques; of database structures and theories; of current database technologies; and of data analysis techniques.
- Ability to identify and define user requirements, to conduct short-range and long-range project planning studies, to develop reports, and to train others.

PHYSICAL REQUIREMENTS:

- Typical office work environment.
- Must be able to use computer for long periods of time.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen. Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.



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The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.