



WEST VIRGINIA

Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
Database Administrator 2 - Insurance Commission - Kanawha Co.**

An Equal Opportunity Employer

SALARY: \$4,024.92 - \$7,446.08 Monthly
\$48,299.00 - \$89,353.00 Annually

DEPARTMENT: Revenue - Insurance Commission

OPENING DATE: 11/16/21

CLOSING DATE: 12/01/21 11:59 PM

NATURE OF WORK:

Department of Revenue/ Insurance Commission/ Information Technology, Kanawha County - This position is fully responsible for all Oracle and Microsoft SQL Server databases at the Insurance Commission and their security and is the agency's sole DBA position. Our Oracle database runs on Red Hat Linux. Linux experience is also preferred. The position is responsible for all data exchange between the Office of the Insurance Commissioner and all external constituents including state and federal agencies. This position will work closely with agency programmers and external IT staffs to automate and integrate systems, perform database tuning, backups, scripting, assist in writing of stored procedures, enforcing coding standards and naming conventions, implementation of upgrades and patches, install test and configure new versions of Oracle, monitors both test and production systems, both Oracle and SQL, works with vendors on licensing, troubleshooting and other topics, plan for future changes and needs, work with the OT server operating system and hardware needs and upgrades. The successful candidate needs to be very familiar with SQL, data definition language, database management, security, and database/coding standards, project management, integration of software packages, general information processing, and be able to work well with others in a technical environment. Special qualifications desired: Oracle and MS SQL DBA experience and/or certifications. Preference to those with programming experience.

Click The APPLY Link To Apply Online. Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please call our office 304-558-3950 (8:30 AM - 4:30 PM) for special instructions.

IMPORTANT: Your eligible score will be based on information provided in your application; therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

ATTENTION: Applicant MUST VERIFY POST-HIGH SCHOOL EDUCATION (DIPLOMAS, DEGREES, etc.), TRAINING, or LICENSURE EARNED pertaining to this position BY THE CLOSING DATE OF THE POSTING, if not previously verified. It may ONLY be in the form of a copy of an OFFICIAL transcript or diploma. If you are claiming Veteran's preference, please submit "MEMBER 4" form and/or your VA Letter. **DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE and you will not be considered for this vacancy.** Please attach documents to the online application before submitting it. Or, you may email it to: applicantsservices@wv.gov or by FAX to 304-957-0396, or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for 180 days or until the job is filled. Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a [Job Interest Card](#) from the slide-out menu located at the top left of our *Job Opportunities* page.

As a condition of employment, an inquiry into job-related information will be completed which may include, but not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false or incomplete information, and/or discovery of disqualifying information may result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Successful completion of an Associate Degree in computer science or related field from an accredited college, university or business school.

Substitution: Two years of experience as a Database Administrator for Universal DB2, ORACLE, INFORMIX, SQL Server, SYBASE or any other multi-user database management system on mainframe, mini, or client/server platforms may substitute for the required training.

Experience: Four years of full-time or equivalent part-time paid experience in database administration and management work, with Universal DB2, ORACLE, INFORMIX, SQL Server, SYBASE or any other multi-user database management on mainframe, mini, or client/server platforms OR eight years of full-time or equivalent part-time paid experience in programming and analysis work using any of a variety of programming languages, including at least four years of SQL experience and a variety of data storage techniques.

Substitution: Bachelor's degree from an accredited college or university in computer science or related field may be substituted for the training and two years of the experience.

*****DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION*****

OTHER INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov

Position #8303I
DATABASE ADMINISTRATOR 2 - INSURANCE
COMMISSION - KANAWHA CO.
AS

Database Administrator 2 - Insurance Commission - Kanawha Co. Supplemental Questionnaire

- * 1. How many years of programming experience do you have? What jobs on your application involve you performing programming? Please remember that all experience must be detailed in your work history section of your online application. If you have none, then please put N/A.

- * 2. Were all of the jobs listed in your application paid?
 Yes No

- * 3. If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

- * 4. **Confirmation.** By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.
 I confirm the above statement.

- * Required Question