PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE
(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Database Administrator (CNMI Statewide Longitudinal Data Systems (SLDS) Grant Project) (Re-announcement II)
EXAMINATION ANNOUNCEMENT NO: **PSS-2024-070**
OPENING DATE: **October 31, 2024**   CLOSING DATE: **Until Filled**
SALARY: Pay Level: **Ungraded;** Step(s): **Ungraded**; **$55,000.00 - $65,000.00 Per Annum**
BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Health/Life Insurance, Retirement Benefits, and Paid Leave/Holidays).
LOCATION: **Statewide Longitudinal Data Systems - Office of Accountability, Research, and Evaluation**

OVERVIEW:
This position, under the direct supervision of the SLDS Project Director, is responsible for the design, implementation, and maintenance of robust database systems that support cross-agency collaboration and data integrity. The role involves overseeing database architecture, optimizing performance, and enforcing security measures. Additionally, the Database Administrator collaborates with various stakeholders to implement data governance policies and provides expert support to resolve critical database issues, ensuring alignment with SLDS goals and compliance with regulatory standards.

DUTIES & RESPONSIBILITIES:
Database Management & Architecture
- Design, implement, and maintain centralized and federated cross-agency Azure SQL Database systems and applications, ensuring high availability, performance, security, and data integrity.
- Lead the design, deployment, and capacity planning of database solutions, including the installation, configuration, testing, and upgrades of software to ensure efficient operations.
- Implement and manage CEDS data standards, ensuring data complies with legal, regulatory, and organizational requirements.
- Develop, optimize, and maintain SQL queries, database schemas, indexes, and ETL processes to support efficient data retrieval, manipulation, and overall performance.

- Write clean, efficient code and maintain comprehensive documentation of database architectures, configurations, policies, and procedures, ensuring alignment with best practices.
- Monitor, troubleshoot, and perform regular maintenance tasks, including indexing, vacuuming, and log management, to ensure optimal database performance and data consistency.
- Design and conduct backup and recovery processes.
- Conduct regular privacy and security audits to protect sensitive data and ensure compliance with CNMI and federal legal and regulatory standards, safeguarding against data breaches.
- Provide advanced support, including documentation and troubleshooting for critical database issues, acting as the primary point of contact to minimize downtime.

Collaboration and Stakeholder Engagement
- Collaborate with stakeholders, technical manager, data specialists, development teams, and cross-agency partners to gather requirements, integrate data standards into existing infrastructure, and ensure seamless data flow across systems.
- Collaborate with stakeholders, technical manager, data specialists, development teams, and cross-agency partners to implement and enforce data governance policies, role-based access controls, encryption, and other security measures.

Project Management and Professional Development
- Coordinate with the SLDS Project Director to plan, budget, and forecast database infrastructure needs, ensuring that project timelines and deliverables align with SLDS grant and PSS goals.
- Facilitate professional development by conducting code reviews, facilitating knowledge-sharing sessions, and leading cross-functional teams to foster continuous improvement and skill enhancement.

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:
The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORKWEEK:
The normal work period shall be a seven (7) days' work period with a maximum non-overtime forty (40) hours. The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

ESSENTIAL FUNCTION OF THE JOB:
The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed

herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

MINIMUM QUALIFICATION REQUIREMENTS:
Graduation from a U.S. accredited college or university with a Bachelor's degree in business, computer science, engineering (computer or software), informational technology, data science or related field plus two (2) years of related work experience.

ADDITIONAL QUALIFICATIONS:
- Minimum of two (2) years of experience with Azure SQL or other relational database systems, including advanced design, architecture, performance tuning, and optimization. Microsoft Azure SQL certification is highly desirable.
- Advanced experience in developing and overseeing ETL processes, including data transformation, loading, and automation using scripting languages (e.g., Python, R, SQL).
- Proven expertise in backup and recovery strategies and in managing cloud-based database solutions (Azure SQL), with a strong focus on ensuring data integrity and availability.
- Demonstrated leadership and project management skills with a demonstrated ability to guide other technical staff, ensuring the successful execution of database and data management projects.
- Significant experience in diagnosing and resolving complex database-related issues and in optimizing data processes for performance and efficiency.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)
- Project and process management experience, which may include managing the full project lifecycle, overseeing database system implementations and migrations, defining and analyzing requirements, scheduling projects, leading and building teams, managing project budgets and cost controls, and ensuring quality assurance.
- Excellent written and verbal communication skills, including giving and receiving feedback; ability to communicate clearly with internal and external audiences, translating policies and procedures into plain language
- Awareness of and sensitivity to cultural issues and local community practices
- Adaptability and resilience; ability to remain calm, focused, and optimistic when stakes are high and information is incomplete, imperfect or ambiguous
- Record of successful coordination across teams and ability to motivate others to reach their fullest potential
- Ability to work as part of a team; strong staff collaboration is a standard at the PSS
- Ability to work independently and produce high quality results with limited resources and efficiency
- Strong organizational skills with outstanding attention to detail
- Excellent problem-solving and analytical skills with the ability to troubleshoot and implement effective solutions
- Knowledgeable about data governance framework and privacy regulations

- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, the Children's Online Privacy Protection Act (COPPA), and the Protection of Pupil Rights Amendment (PPRA) and Student Educational Records § 60-20-428 of the CNMI Public School System's Rules and Regulations and 1 CMC §2378 the Division of Youth Services (DYS) Access to Student Records.

CONDITIONAL REQUIREMENTS:
This position is considered **"EXEMPT STATUS".** Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

APPLICATION REQUIREMENTS:
THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES)*;
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS)*;
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFIC CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: THE HUMAN RESOURCES OFFICE AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan