DATABASE ADMINISTRATOR
(FORENSIC DATA ANALYST)
(Office of Inspector General)

Visit www.igchicago.org to apply

Under the supervision of the Chief Data and Information Analyst, the Forensic Data Analyst-Database Administrator (FDA-DBA) will work with other CITA team members to provide critical support for timely and accurate data collection and analysis. The FDA-DBA will be responsible for implementing data models, database designs, database maintenance, and storing data. Responsibilities will include building and organizing data from a variety of sources and setting up new databases. The FDA-DBA will also maintain policies and procedures for ensuring the security and integrity of Office databases. In addition to the above, the FDA-DBA will regularly perform routine tests and modifications to ensure that the data systems are performing and running correctly. If a problem occurs, the FDA-DBA will troubleshoot the systems.

ADVANCED KNOWLEDGE OF:

- Data management, with a strong background in relational database design with knowledge of Microsoft SQL and MySQL Databases;
- Developing Extract, Transform and Load (ETL) processes using Pentaho Data Integration tools and MS SQL Server Integration Services (SSIS);
- Relational data structures, theories, principles, and practices;
- Working with Oracle and MySQL;
- Data warehousing, dimensional design/modeling and ETL architectures;
- Writing and reading complex SQL queries, stored procedures, triggers and views and program in at least one other programming language (such as Python or Java);
- Data sets matching and manipulating large amounts of data from multiple sources;
- Documenting with superior details and accuracy;
- Translating technical issues for non-technical audiences;
- Proactiveness, flexibility, and customer focused with strong organizational and follow-through skills to create and execute work plans, prioritize work, manage multiple projects and meet deadlines;
- Oracle, Microsoft, etc. data technology environments.
- Data modeling tools such as SQL Developer Data Modeler

Key duties include but will not be limited to the following:

- Develop, administer, monitor and document ETL processes.
- Map out and document the conceptual design for new database features, design data flow diagrams and data models.
- Assist technical and non-technical users in the development of performant SQL queries
- Review third-party source databases and develop data dictionaries and SQL queries
- Develop and design new functionality for Office database applications
- Create and administer database objects (tables, forms, queries/views, reports, and functions, etc.) from design to deployment and utilize subject matter expertise to design or re-use, configure, and implement database solutions/processes that maximize system availability efficiently and effectively, and to preserve data integrity, recoverability, and supportability.
- Perform all tasks related to the database and implementation of database related technology tools.
- Provide guidance and feedback to data users on the design and execution of new features.
- Work closely with CITA staff to support all stages of data collection, cleaning, coding, and file conversion into formats that are useful for analysis.
- Periodically perform checks for accuracy in databases.
- Manage day-to-day maintenance of OIG relational databases and data marts
- Maintain selected data sources and implement regular updates to ensure data quality.
- Document procedures and calculations used to describe program outcomes.
- Provide technical and operational assistance to users, troubleshoot and resolve application and database related problems.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a Bachelor's degree in Computer Sciences, Information Technology/Systems, Business Administration or a directly related field, plus two years of data analysis or data management work experience, or an equivalent combination of education, training and experience.

**ANNUAL SALARY:** Range: $79,176 – $108,900 (annual increases)
Starting $79,176 (non-negotiable); Post successful six-month review $82,764

**TRAVEL AND SCHEDULE:** Travel outside Chicago is not required.
Standard work hours are 8:30am-4:30pm, flexibility permitted.

**RESIDENCY REQUIREMENT:** Employees must be a resident of the City of Chicago and proof of residency is required at the commencement of employment.

**KNOWLEDGE SKILL AND ESSAY REQUIREMENT:** A passing score on a knowledge skill test(s) and/or essay may be required.

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In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The City of Chicago does not participate in E-Verify (Employment Eligibility Verification System). In addition, employment at the Office of Inspector General is contingent upon a satisfactory criminal background check.