



# POSITION ANNOUNCEMENT



Karen B. Salmon, Ed.D.  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## MARYLAND LONGITUDINAL DATA SYSTEM CENTER

September 28, 2018

- POSITION TITLE:** Database Specialist II, Data Technical & Data Sharing Liaison  
Maryland Longitudinal Data System Center
- POSITION NUMBER:** 088847 JobAps#18-004480-0011
- SALARY:** State Salary Grade 18  
Annual Salary Range: \$49,899 - \$80,078  
\*Depending on education and experience, candidates generally begin at the midpoint of the salary range - \$64,902.
- LOCATION:** DLLR Building (MLDS) Nancy S, Grasmick Education Building  
1100 North Eutaw Street 200 West Baltimore Street  
Baltimore, Maryland Baltimore, Maryland
- NATURE OF WORK:** The Maryland Longitudinal Data System (MLDS) Center is seeking a Data Analyst to serve as the technical liaison between the Center and the Department of Labor Licensing and Regulation (DLLR). The primary focus of this position is to prepare, analyze, and validate the data transferred by DLLR to the Center and provide expertise in assisting the Center with utilizing DLLR data to complete its work.
- DUTIES AND RESPONSIBILITIES:** Analyzes and validates data received to be transferred by DLLR and conducts any necessary functions to transform the data to satisfy the business and technical needs of MLDS databases; analyzes and interprets data requests related to DLLR data and creates data sets using appropriate software; serves as the liaison between DLLR and MLDS on inter-agency issues, projects and all matters concerning data management; provides necessary instruction and support to agency stakeholders for the process of extracting DLLR data required for MLDS; assists with the loading of data into MLDS databases and performs data validation to ensure the data transformation and loading is successful and accurate; creates written procedures of all ETL functions designed and carried out by DLLR and MLDS.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's degree from an accredited college or university in Computer Information Technology, Management Information Systems, Computer Science or other information technology related fields to include course work in database management systems.  
**EXPERIENCE:** One year of experience designing, developing, implementing, maintaining and controlling database management systems for computers.
- ESSENTIAL REQUIREMENTS:** Knowledge of Oracle systems, including Oracle 11g and 12c Database Enterprise, OBIEE 11g and 12c, WebCenter Portal & Content management, and Oracle Data Quality tools; understanding of the principles and practices of designing, developing, implementing, maintaining and controlling database dashboards; ability to create database tables using SQL or other queries and/or stored procedures; knowledge of the functions and capabilities of OBIEE, Database and WebCenter for integration and publishing of dashboards; understanding of business requirements and working with stakeholders to complete data requests; ability to manage multiple tasks for maintaining operational levels of DBMS; ability to compile accurate statistical and narrative reports; familiarity with data suppression rules and the ability to apply the rules to database tables; ability to use diagnostic and performance tools and other software products to maintain established standards for database dashboards; and ability to communicate effectively and to establish and maintain effective working relationships with system users, computer operations personnel, programmer analysts and technical support specialists.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Database Specialist II, Technical and Data Sharing Liaison position# 088847 (JobAps #18-004480-0011)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

For immediate consideration please submit your application by October , 2018 - Open until filled.