NEW MEXICO JUDICIAL BRANCH

DATABASE ADMINISTRATOR SENIOR
(Classified)

TARGET SALARY: $82,110-$164,220 annually, or $39.476-$78.952 hourly depending upon experience (pay range KK/MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9630JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under limited supervision and direction administer, maintain, and provide database administration support for judicial database systems.

EXAMPLES OF JOB DUTIES

- **The Database Administrator Senior** is responsible for building, administering, and monitoring the judiciary's Relational Database Management System (RDBMS) in an n-tier, replicated, high-availability enterprise environment.
- Ensures data availability, security, and system integrity for judicial RDBMS.
- Identifies and resolves system, database, and network related issues and performances.
- Coordinates systems design, applications and software programming, and computer operations activities relative to the database environment.
- May host and support databases for application software needs. Manages data updates, and acts as a liaison between AOC, vendors, and other state agencies to implement new systems.
- Applies data updates between judicial entities and judicial data warehouse to ensure accuracy and maintains an environment to provide data availability, dissemination, and consolidation.
- Establishes and documents procedures and methods for database performance.
- Coordinates systems design, applications and software programming and computer operations activities relative to the database environment.
- Ensures data availability and system integrity for judicial database systems while identifying and resolving system issues and network performances.
- Performs query and analysis of judicial database systems data to create annual and ad hoc reports.
- Performs data migrations and conversions from old systems to RDBMS.
- Applies data updates between judicial entities and judicial data warehouse to ensure accuracy and maintains an environment to provide data availability, dissemination, and consolidation.

- Works with vendor(s) to analyze, design and develop processes and procedures for migration to a new system database schema.
- Performs query and analysis of judicial database systems data to create annual and ad hoc reports.
- Implements database models and database architecture to determine applicability for judicial database systems applications.
- Assists with the design and development of n–tier server environment for application development.
- Evaluates, selects, tests, and recommends database related hardware and software products.
- Installs and configures software and software updates relative to the RDBMS and related tools, utilities, etc.
- May act as the team lead on projects, including planning and assigning work.
- Assists with coordinating Microsoft software contracts and trainings.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of database fundamentals and administration best practices; network, system and database performance monitoring techniques and data schemas; database backup and recovery procedures; shell and scripting languages; replication, extraction, transformation and load tools; database configuration and processes; data model syntax, tools and mapping techniques; computer server hardware, web and application server and database and operating system technology.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Management, Computer Science, Information Technology, IT Engineering, or a related field.

> **Education Substitution**: Four (4) years of directly related or relevant experience may substitute for education on a year for year basis.

Experience: Five (5) years of experience in database administration in a multi-user environment, application programming or systems analysis and design, of which two (2) years must be in database administration of a multi-user environment.

> **Experience Substitution**: Additional relevant education at the Master's Degree level may substitute for experience at a rate of 30 semester hours equals one (1) year of experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime.

The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employeeassistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 04/22/06, Rev: 05/02/11, 12/16/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.