Database Administrator

Posting Code: RE108 (Redmond, WA)
EV137 (Everett, WA)

Overview

ERI specializes in outsourcing of compensation and benefit research and now serves over 10,000 corporate subscribers via its **Assessor Series** products, **ERI Salary Surveys**, and online offerings. Subscribers include most Fortune 500 companies, the IRS, state AG Offices, and most major consulting firms. ERI's research databases and products are used by subject matter experts for business planning and analyses (Professional editions) and by expert witnesses and consultants, often for matters related to litigation (Consultant editions). "Clicking" on a dot and retrieving source survey documents and assessing data rates of error are what make aERIe (all ERI entities) products unique.

Development

Position Title:
Database Administrator

Incumbent:
Open

Reporting to:
VP IT / ADMIN

Location:
Redmond and/or Everett, Washington

Primary Job Duty:

- Administers organization's database, using database management system to organize and store data either at primary location (Redmond) or at backup (Everett).

Other Job Duties:

- Determines user requirements, sets up computer databases, and tests and coordinates changes.
- Interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases.
- Ensures performance of database management software.
- Coordinates physical changes to computer databases; codes, tests, and implements physical database, applying knowledge of database management system.
- Designs logical and physical databases or reviews description of changes to database design to understand how changes to be made affect physical database (i.e., how data is stored in terms of physical characteristics, such as location, amount of space, and access method).
- Establishes physical database parameters.
- Codes database descriptions and specifies identifiers of database to database management system or directs others in coding database descriptions.
- Calculates optimum values for database parameters, such as amount of computer memory to be used by database, following manuals.
- Specifies user access level for each segment of one or more data items, such as insert, replace, retrieve, or delete data.
- Tests and corrects errors, and refines changes to database.
- Utilizes utility programs to monitor database performance, such as distribution of records and amount of available memory.
- Confers with co-workers to determine impact of database changes on other systems and staff cost for making changes to database.
- Responsible for database performance tuning.
- Establishes backup and recovery processes for all databases.

Other Responsibilities:

- Answers user questions.
- Trains users.

Skills/Qualifications:

- Previous experience as a database administrator using SQL2000 and SQL2005.
- Experience in developing web sites highly desired.

- Experience working with Human Resource/Compensation systems desired.
- Excellent communication skills.
- Ability to research/prioritize/multi-task/problem solve.
- Detail oriented with a focus on accuracy.
- Enthusiastic team player, but also capable of working independently.

Site/Time:

- Monday through Friday in Redmond or Everett offices – 8:00 AM to 5:00 PM.

Compensation:

- Competitive salary with health, life, dental, vision, disability benefits, and a 401(k) plan.

Contact:

- Email your resume to jobs@erieri.com - fax: 800-753-4415 - mail to ERI, 8575 – 164th Avenue NE, Redmond, WA 98052 USA