

DATABASE SPECIALIST

Recruitment #1504-0180DC-001

List Type Transfer/Promotional

Requesting Department FIRE - SUPPORT SERVICES BUREAU

Open Date 4/24/2015 6:00:00 PM

Filing Deadline 5/15/2015 11:59:00 PM

HR Analyst Cassandra Scherer

PURPOSE

The purpose of this position is to maintain the Records Management System (RMS) for the Milwaukee Fire Department, ensuring compliance with standards set by the National Fire Incident Reporting System (NFIRS) when submitting data to the U.S. Department of Homeland Security. Duties include database queries, manipulation and extraction, reporting auditing and verification, client-side application support, and end user training and coaching.

ESSENTIAL FUNCTIONS

65% NFIRS Compliant Records Management System Database Functions

- Performs quality control audits of all fire reports submitted by company officers, verifying that reports adhere to NFIRS standards and formatting
- Supports client-side RMS application; stays abreast of updates and new releases, determining value. Requests enhancements of vendor
- Extracts fire report data and formats it for upload to the Department of Homeland Security
- Writes queries to retrieve data
- Trains company officers on how to complete fire reports adhering to NFIRS rules and standards
- Stays abreast of current and upcoming NFIRS reporting requirements and modules
- Participates in web-based training. May be required to attend training at the National Fire Academy

10% Technical Support Functions

- Solves computer and software issues for department members
- Installs software updates
- Sets up computer systems for deployment

10% E-mail Administrative Functions

- Resets department members' email passwords
- Maintains email distribution groups
- Creates and deactivates email accounts as members join and leave the department

10% Administrative Functions

- Maintains detailed database of all IT hardware for entire department
- Purchases toner for all department printers and fax machines
- Processes work orders for repair and installation of computer and communications equipment

5% Other Functions

- Cross-trains and maintains proficiency in TeleStaff, the department's staffing software; Assumes TeleStaff Database Specialist's essential duties as needed

Database Specialist (Milwaukee Fire Department)

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held by time of appointment.
2. A minimum of three years of professional experience with relational databases supporting computer hardware and software, data communications and business systems.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of how to manage database systems and applications
- Knowledge of application programming concepts and programming languages
- Knowledge of database design and structure
- Skill in troubleshooting application and database problems
- Skill in recognizing and reducing performance inefficiencies
- Skill in communicating technical concepts both in writing and orally
- Interpersonal and customer service skills; ability to work cooperatively and effectively with other IT professionals, other MFD staff, all command levels, customers
- Ability to accurately prepare and maintain records and reports according to standards set forth by own and other agencies
- Decision making skills and sound judgement
- Oral communication skills to communicate with others and to provide training
- Ability to maintain confidentiality of restricted information

CURRENT SALARY

The current starting salary (PR5GN) is \$42,185 annually for residents and \$41,150 for non-residents.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- **NOTE:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.