



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

# IBM DB2 ADMINISTRATOR

## (Senior System Support Analyst)

### Office of Technology Infrastructure, Systems Database

**Our Mission:** Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

**Job #:** 2021-49  
**Status:** Regular, Full-Time  
**Location:** Olympia, Washington  
**Salary:** Range 70: \$78,408 - \$102,816 annually (DOQ)  
**Opens:** July 21, 2021  
**Closes:** Open until filled; first review of the applications to begin on August 12, 2021. AOC reserves the right to close the recruitment at any time.

**The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.**

**Note:** Per [Washington State Supreme Court Order No. 25700-B-669](#), employees of the Supreme Court and the Administrative Office of the Courts must be fully vaccinated no later than November 1, 2021. If offered employment, your vaccine status will be verified at your new employee onboarding. Please note medical or religious accommodation may be available, once an offer of employment is made.

### POSITION PROFILE

The Senior System Support Analyst provides system support of high risk, high impact elements of AOC computer and network operations for the Judicial Information Systems serving Washington's judiciary.

The position reports to the Information Services Division Manager; this expert, senior level position performs independently with decision making responsibility commensurate with the high level of technical expertise vested in this position. May perform lead duties for a workgroup as designated in writing by Division Director. Interacts regularly with co-workers and customers.

## DUTIES AND RESPONSIBILITIES

- Provides technical consulting to the Information Services Division (ISD) regarding complex Data Base Management System (DBMS) software issues.
- Participates in planning and evaluation of DBMS software; responsible for ensuring the availability and performance of DBMS software.
- Responsible for initiation, modification, evaluation, implementation, and maintenance of DBMS software; functions as the technical expert for DBMS installation, maintenance, and problem resolution.
- Performs capacity planning, performance monitoring and tuning of all components of each DBMS; participates in overall system performance monitoring and tuning.
- Evaluates and ensures operational efficiency of new and existing systems; resolves DBMS operating and production problems.
- Instructs and consults analyst/programming staff on the usage of DBMS software and related equipment; coordinates with external and internal component specialists for problem resolution.
- May perform lead duties for a workgroup as designated in writing by Division Director. Lead duties include overseeing daily staffing levels and operations, planning and balancing workload, providing basic training for assigned duties, instructing and monitoring work product and quality, maintaining leave calendar and approving routine leave requests, resolving procedure or workflow conflicts, providing input to supervisor regarding managerial issues, and informing the supervisor of needs, issues and concerns.
- Performs duties as required.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

## REQUIRED QUALIFICATIONS AND CREDENTIALS

- A bachelor's degree in Information Technology, computer science, business administration, public administration or closely allied field; **AND**
- Eight (8) years of progressively responsible experience working with complex information technology systems.

*A combination of education and experience demonstrating a working knowledge of the functions and typical work of the Senior System Support Analyst may substitute for qualifications listed.*

## THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- 5 years recent IBM DB2 Administration experience with one year administering IBM DB2 Version 11, or higher:
  - Managing IBM DB2 in a Large Enterprise Environment.
  - Managing IBM DB2 in a Z/OS Operating System Environment
  - Maintaining and monitoring databases, security, database backup/restore, etc.
  - Proficiency in SQL programming
  - Experience with databases up to 1Tb
- Data warehousing experience
- Experience working with IBM DB2 in a disaster recovery scenario
- TSO and ISPF Experience

## HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**

***A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.***

The Judicial Branch/AOC Application for Employment can be found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

**Please email all application materials to: [employment@courts.wa.gov](mailto:employment@courts.wa.gov) in a PDF format (Word documents are also accepted).**

**Application materials will also be accepted by regular mail or by fax:**

**Administrative Office of the Courts  
Attn: Human Resources  
PO Box 41170, Olympia, WA 98504-1170**

**Fax number: (360) 586-4409**

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

## IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

*The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression,*

*veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov).*

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.**

#### ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington, and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two-hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.