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## DBA/Database Analyst

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, is seeking a DBA/Database Analyst. This position will be located in San Diego and requires US citizenship.

### Responsibilities:

The DBA/Database Analyst shall provide project support to Navy Pay Personnel Support Center (NPPSC). Monitor all aspects of Pay & Personnel Administrative Support System (PASS), assist in the preparation of statistical reports to be used as part of metrics data mining, handle information requests pertaining to projects, and perform clerical functions in support of Customer Service Initiative and other PASS projects. Provide liaison functions and support for the development and content of PASS database system (i.e. Transaction Online Processing System (TOPS), including selecting, cataloging, circulating, maintaining contents and customer data). Prepare necessary correspondence and documentation. The contractor shall compile and file data, review and draft all production reports and submit to COR and TA to NPPSC Site Director.

### Duties:

Perform database management functions for the TOPS system, which is written in Structured Query Language (SQL), execute built in procedures, perform database analysis, and generate limited reports data using SQL. Complete testing for application changes made by programmer support

- Weekly and monthly tracking analysis on various aspects of newly implemented database system and web-enabled programs (TOPS). Weekly status report of new developments relating to web-based programs and database systems (i.e. TOPS, NIAPS). Daily status report of customer feedback relating to products; research and report on such feedback, and respond as directed. Complete testing for changes made by programmer support to the application.

- Identify necessary changes to web content and make recommendations accordingly (via appropriate chain of command).

- Monitor web content to ensure information is within communications plan.

### **Required Skills:**

Bachelor's Degree, or 5 years of work experience through actual knowledge gained from prior job assignments.

Certification required: Microsoft Certifications.

US citizenship and the ability to obtain a NAC clearance

### **Skills required:**

Knowledge and experience in the area of web-based technologies.

Technical writing capabilities to maintain all training materials, documentation, data analysis and reporting involved with the TOPS application.

Prioritize queries and information requests for submission to Program Manager.

Administer implementation of changes to application(s), create, circulate and maintain follow-on related training materials within document library.

Coordinate electronic delivery of all materials to/via Network Account Administrators.

Knowledge in direct support for application(s) user base, and appointed network administrators & Help Desk