



## **Database Administrator**

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5<sup>th</sup> largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

### **What You'll Do**

CPA is seeking an experienced and detail-oriented specialist to join our Data and Systems team as the Database Administrator (DBA). The Database Administrator will be responsible for architecting and managing some of our most critical system databases, applications, and platforms including but not limited to Amazon Web Services (AWS), PostgreSQL, and Snowflake. This is an exciting opportunity for a hands-on specialist who shares CPA's mission to rapidly expand the adoption of clean energy across Southern California while building the organization's technical platform, support, and automation.

### **Who You'll Work With**

The Database Administrator will report to the Senior Director, Technology, Data, and Systems and is supported by a team of technical professionals. The Database Administrator works closely with other team members on the Data and Systems team as well as with members of the Power Procurement, Customer Programs, Customer Care, and Finance teams.

### **Commitment to Diversity**

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

### **Culture**

CPA fosters a culture of open communication, responsibility, intellectual curiosity, and exceptional judgment. As a small team that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

### **Successful Candidates Must Demonstrate the Following Abilities:**

- Utilize technical acumen and in-depth understanding of business processes and practices to influence the creation, modification, and execution of operational and strategic plans.
- Conduct research, analyze data, and evaluate issues and programs to analyze the impact

of alternative policies and procedures on administrative and operational problems encountered.

- Prepare clear and comprehensive correspondence, reports, and carry out independent research and fact-finding assignments.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Promote teamwork, a positive work environment, and collaborative problem solving.
- Strong communicator who can write compellingly and clearly.
- Ability to set own priorities and work independently and effectively in a team environment.
- Have high attention to detail with strong organizational skills.
- Work accurately and swiftly under pressure.
- High tolerance for uncertainty but know how to bring things to resolution.
- Demonstrate exceptional judgement and integrity.
- Have a strong work ethic befitting an environment transitioning from start-up to operations.

## **Duties and Responsibilities**

### **Administration and Maintenance**

- Create, maintain, and administer database platforms and applications for company-wide use.
- Establish performance metrics and alerting mechanisms to identify, resolve, and monitor system performance issues.
- Maintain data integrity and database performance, stability, and scalability. Make recommendations to optimize database and application performance and efficiency.
- Automate database administration and maintenance activities.
- Diagnose and resolve database, network, and security issues.
- Troubleshooting and resolving problems and issues with development and support projects, software customizations, and integrations.
- Assist with the evaluation and recommendation of new database technologies and upgrades.

### **Data, Analytics, and Automation**

- Formulate processes for quality data collection and ingestion to ensure adequacy, accuracy, and legitimacy of data.
- Assist with architecture design in the data warehouse to receive, store, and analyze large and complex data sets from large amounts of structured and unstructured data (internal and external).
- Write and maintain scripts and APIs to improve system and data management tasks.

### **Security/Restoration**

- Create and enforce policies for effective IT and data management to ensure security and permissions to data and technology as well as compliance with database security standards.
- Devise and implement efficient and secure procedures for data management and analysis with attention to all technical aspects.
- Ensure databases are highly secure, available, and recoverable.
- Manage backup, restoration, and archival procedures of database servers.

### **Testing**

- Assist with the testing, documentation, maintenance, and report design of data applications and systems.
- Engage in capacity planning testing to ensure adequate system resources.
- Maintain and test processes related to business continuity.

## **Documentation**

- Manage the Systems Development Life Cycle including requirements analysis and definition, systems and architecture design, systems integration, and process documentation.
- Analyze and document data workflow, scheduled jobs, stored procedures, packages etc.

## **Support and Collaboration**

- Evaluate technology, policy, and economic factors to support the planning, designing, development, and implementation of data platforms.
- Collaborate with internal departments to develop and support IT, data analytics, and data management solutions.
- Collaborate with various staff to fulfill the strategic direction of the business through data and information exploration, research of emerging technologies or analytical techniques and specific strategic assignments.
- Coordinate with internal teams to establish and enhance processes and procedures to meet organizational needs.
- Provide database technical support for application development and automation.
- Participate in business requirements meetings, identify gaps in requirements, and drive discussion around appropriate solutions.

## **Perform other duties as assigned.**

## **Qualifications**

- A Bachelor's degree in Computer Science or Information Systems is required. Master's degree preferred.
- 7+ years of experience in the following areas is required:
  - Database administration, information technology, and database system architecture is required.
  - Experience with database languages and technologies (MS SQL, MariaDB, MySQL, PostgreSQL, Snowflake), SQL Server Integration Services, package design, and data analysis is required.
  - Experience in the design, administration, programming, and support of Relational or Multidimensional Data Base Management Systems (e.g., Microsoft SQL Server and DB2) in one or more computing environments (e.g., Windows, Unix).
  - Experience with Power BI (Business Intelligence) is desired but not required.

## **Required Skills**

- Data administration and management functions (collection, cleaning, analysis, distribution, etc.)
- Thorough understanding of the relational database model and solid theoretical knowledge of relational database techniques.
- Advanced knowledge of modern database and information system technologies.
- Advanced experience with Cloud platform data services including Amazon Web Services, Google Cloud, or Microsoft Azure; cloud platform data storage and management tools; Linux configuration; SQL databases; programming tools such as Python; and other related applications.
- Advanced experience in logical and physical database design, hands-on data modeling techniques, and development methodology; physical schema design of tablespaces, rollback segments, and data files.
- Experience assessing data storage and access needs, creating and maintaining databases, and upgrading database systems and software.
- Experience developing and managing data storage and backup and recovery operations.

- Well-versed in several types of security programs.
- Knowledge of project management processes to oversee database development and operations.
- Advanced knowledge of Microsoft Excel.
- Excellent oral and written communications skills.
- Excellent organizational, scheduling, time management skills, and attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.

### **Salary and Benefits**

The salary range for this position is \$156,795 - \$227,582, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

### **How to Apply**

Candidates should visit [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=4436241](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4436241) to complete an application.

The start date for the position is as soon as possible and will remain open until filled.