

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2565

OPEN COMPETITIVE EXAMINATION FOR: RECORDS DATABASE SPECIALIST

SALARY: \$73,629.23 ~ \$91,973.87/yr. (Exempt, paid bi-weekly)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

Works with Town Clerk to develop, implement and maintain multiple record management databases. Acts as a subject matter expert in technology used throughout the department and acquires thorough knowledge of all Record Management databases used in the office. Develops and coordinates installation of new systems, procedures and methods, oversees all database systems. Researches and assesses proposed systems from outside vendors to advise the Town Clerk and coordinates their implementation. Creates user documentation and trains employees. Troubleshoots issues and makes technical recommendations. Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Ability to design, code, and maintain small-scale database systems using professional principles and practices. Expertise in the use of data analysis tools such as Microsoft Access, advanced Excel formulas & features, SQL queries, and data retrieval tools such as Crystal Reports. Strong communication skills to advise the Town Clerk, create clear and thorough documentation, hold training presentations, and frequently interact with other departments and vendors. Experience with maintaining websites through content management systems. Experience in the use of integrated ERP systems for the processing of payroll, procurement, and other business applications preferred. Good knowledge of modern business practices. Ability to plan and supervise the work of others. Strong teamwork and customer service skills when interacting with other staff and the public. Must possess good judgment, thoroughness, and dependability as well as good technical skills using standard office equipment.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING

EXPERIENCE: Associates Degree in Computer Science, Information Technology, Records Management or related field and two (2) years of experience in database programming; **OR** Four (4) years expertise in database development with hands-on work experience in developing and maintaining Excel spreadsheets and Access databases or similar systems; **OR** Bachelor Degree in Computer Science.

**COPIES OF APPLICABLE DOCUMENTS (DEGREE OR TRANSCRIPTS)
MUST BE SUBMITTED AT TIME OF APPLICATION**

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PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS Physical Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction	X			
Walking			X		Peripheral Vision			X	
Sitting			X		Driving	X			
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)			X	
Pulling	X				Medium Work (20-50 lbs.)		X		
Climbing			X		Heavy Work (50-100 lbs.)	X			
Balancing			X		Very Heavy Work (100+ lbs.)	X			
Stooping			X		Environmental Conditions				
Kneeling	X				Cold (50 degrees F or less)	X			
Crouching			X		Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes	X			
Reaching			X		Wetness	X			
Handling			X		Humidity	X			
Grasping			X		Extreme Noise or Vibration	X			
Twisting	X				Exposure to Chemicals	X			
Feeling	X				Exposure to Gases and Fumes	X			
Talking				X	Exposure to Unpleasant Odors	X			
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.

Prepared on: March 12, 2024

Position: RECORDS/DATABASE SPECIALIST

Approved by CSC: February 21, 2024 Approved by BOA: February 26, 2024

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. Appeal Process- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available upon request

3/21/24 USAR mj