Be part of the WCRB Team!

If you are looking for a company that values your career aspirations, where identifying and solving problems is rewarded, teamwork is essential, and the benefits are outstanding, then the WCRB is for you! The Wisconsin Compensation Rating Bureau (WCRB) is a non-profit statutorily appointed organization charged with the responsibility of developing Workers' Compensation rates, managing, reviewing incoming policy and financial data, and issuing notices and fines. The WCRB also manages the Wisconsin's Workers Compensation Insurance Pool.

The WCRB has an immediate opening for the following position:

SQL Database Administrator/Server Administrator

This Administrator must live no more than 50 miles from the WCRB home office (20700 Swenson Drive Waukesha, WI 53186) to drive into the office on short notice for emergency on-site support and for scheduled off hours system maintenance.

A qualified candidate will have 4+ years of Windows/Linux Server Administration and 10+ years of Database Administration experience including but not limited to a DBA certification for Microsoft SQL and Virtualization certification from VMware. See full position description for all requirements. Computer Science bachelor's degree preferred.

This is a full-time position. WCRB does offer the ability for staff to work remotely most of the time. However, the candidate will need to drive to the WCRB office in Waukesha WI, WCRB Colocation Milwaukee WI and Disaster Recovery site Kenosha WI for on-call emergency systems support duties during prime shift and non-prime shift hours. Salary commensurate with experience. Benefits include paid time off, paid holidays, health with HSA, dental, vision, pension, 401k, paid training and tuition reimbursement.

If you meet the qualifications for this position and are interested in applying, please submit a cover letter and resume to human.resources@wcrb.org.

https://www.wcrb.org/

Date:	**March 5, 2025**	**Reports To:**	**CIO and VP of IT**
Job Title:	**SQL Server Database Administrator/**	**Classification:**	**Exempt**
	Server Administrator		
Department:	**Information Technology**		

Summary

This Administrator must live within a 50 mile radius of the WCRB home office (20700 Swenson Drive Waukesha, WI 53186) to be available on short notice to drive into the office for emergency on-site support and for scheduled off hours system maintenance.

This administrator provides SQL Server database administration and server administration for the Wisconsin Compensation Rating Bureau. SQL Server Database administration responsibilities include evaluating, maintaining, monitoring resources, tuning, troubleshooting and monitoring database usage. Server administration responsibilities include upgrading operating systems, installing security patches, maintaining devices such as disk storage, managing user connectivity and monitoring system performance.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. SQL Server Database Administrator Functions (30%)**:**
   a. Maintain the physical database structure to meet the data and processing requirements of the applications.
   b. Install and configure necessary components to ensure database access, consistency and integrity.
   c. Assist in debugging programs using database software and tools.
   d. Monitor utilization of data and recommend changes to better utilize resources for optimum performance.
   e. Maintain detailed records of tuning changes made and their effect on total resource utilization.
   f. Monitor and adjust the performance of applications databases and recommend program changes.
   g. Monitor database applications during the acceptance phase and identify potential performance problems.
   h. Research and review available productivity tools.
   i. Evaluate, coordinate, schedule and implement software enhancements and upgrades.
   j. Develop enhancement, upgrades and other changes.

           k. Maintain software support contracts.
2. Server Administrator Functions (15%):
    a. Maintain servers and associated operating systems and software Windows and Linux.
    b. Manage security solutions including firewall, anti-virus and intrusion detection systems.
    c. Maintain records of tuning changes made and their effect on total resource utilization.
    d. Evaluate, coordinate, schedule and implement hardware and software enhancements and upgrades.
    e. Participate in third party security audits and perform internal server and network security audits.
    f. Maintain licensing and support contracts.
    g. Manage security solutions.
3. Virtualization Administration (25%):
    a. Evaluate and Monitor for capacity planning, including hardware, resources and tuning changes.
    b. Maintain licensing and support contracts.
    c. Manage security solutions.
    d. Evaluate, coordinate, schedule and implement hardware and software enhancements and upgrades.
4. Spectrum Functions (15%):
    a. Provide problem resolution, support and diagnosis for database applications and applications using them.
    b. Consult with programmer/analysts when changes are needed to the production or test databases.
    c. Establish standards and procedures for keeping software and applications updated.
    d. Schedule and maintain batch processing.
    e. Coordinate / schedule any special batch processing required by our customers or programmer/analysts.
    f. Install all application patches or changes as directed by the programmer/analysts.
5. Backup/Recovery and Infrastructure (9%):
    a. Maintain backup and recovery procedures.
    b. Perform backup recovery according to procedures.
    c. Manage UPSs, generators and other DR equipment.
    d. Conduct periodic tests to validate DR / BC process and procedures to ensure IT is meeting business expectations.
6. Training and Personal Development (3%):
    a. Attend appropriate training courses, conferences and seminars.
    b. Read technical publications to keep up to date in hardware and software with emphasis on Unix, SQL, Oracle and virtualization technology.
    c. Participate in professional associations to contribute to the development in the data processing industry.
7. Other (3%):
    a. Compliance with all Bureau policies and procedures.
    b. Assist in the development of standards and guidelines for the effective use of database systems and tools.
    c. On-Call duties for systems support during prime shift and non-prime shift hours.
    d. Propose and support standards, procedures, guidelines and techniques to improve effectiveness of IT.

      e.   Be supportive and a positive influence to team members.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- 2-4 years of Windows/Linux Server Administration.
- 10 Plus years of Database Administrations.
- Database Administration certificate for Microsoft SQL.
- Virtualization certificate from VMware.

Key Competencies

- Good analytical skills.
- Self-motivated.
- Strong organizational skills.
- Effective problem-solving skills.
- Oral and written communication skills.
- Work schedule flexibility as required.
- Individual must be adaptable, able to work under some pressure, and able to work effectively without constant supervision.
- Must be able to work in harmony with fellow employees, WCRB customers and Bureau management.
- Represent the WCRB and WWCIP in a friendly and professional manner.
- Assist the IT staff as directed.

Knowledge, Skills and Ability

- Knowledge in SQL Server database best practices.
- Knowledge in SQL Server backup / recovery of data and associated files.
- Knowledge of windows directory structures.
- Experience in Microsoft Suite of products.

Supervisory Responsibility

This position has no supervisory responsibilities.

Travel

In and/or out-of-state overnight travel, as directed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear; and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. On occasion, the employee may be required to stoop, bend or reach above the shoulders. The employee must occasionally lift up to 5 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This is a full-time position Monday through Friday. Core business hours are 7:45 a.m. – 4:15 p.m. Occasional mandatory overtime may be required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates in a clerical, office setting. This position routinely requires use of standard office equipment such as computers, phones, calculators, photocopiers, printers and fax machines. The noise level in the work environment is usually low to moderate.

The Wisconsin Compensation Rating Bureau is an equal employment opportunity employer and complies with all applicable laws prohibiting discrimination based on race, color, religion, sex, age, national origin, disability, medical condition, veteran status, sexual orientation, or any other personal characteristic protected by applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.