

Yellowstone County



HUMAN RESOURCES

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To: Yellowstone Board of County Commissioners

From: Kevin Gillen, H.R. Director on behalf of the
Yellowstone County Hay Evaluation Committee
(Jeff Martin, LynnDee Schmidt) *KGS*

Date: January 22, 2026

Re: Review of New Position

Within the Hay Group Classification Methodology, the Yellowstone County Hay Evaluation Committee evaluated a new classification specification of Database Engineer for the Information Technology Department

Accordingly, the committee found that the new position should be slotted into the grade H range.

Recommendation of the HAY Committee:

Title	Grade	Range
Database Engineer	H	\$62,198 - \$87,809

Commissioner's Action

Mark Morse, Chair

Michael J. Waters, Member

Chris White, Member

Copy: Hay Evaluation Committee
Jennifer Jones, Finance Director

Yellowstone County Class Specification

Class Title	Database Engineer
Class Code Number	1091
Grade	H
FLSA	Exempt
EEO Function	Financial Administration (1)
EEO Category	Technicians (3)
Date	December 2025

Job Summary

Responsible for database development and database support to Yellowstone County by conducting database needs assessments, creating new database systems, maintaining existing database systems; ensuring the integrity of database systems; and resolving solutions for the integration of database systems; does related duties as required.

Distinguishing Class Features

Provides technical expertise in developing database systems; oversees and approves file designs to assure compatible long range use; defines database standards; performs database testing; installs and upgrade existing programs or system release; installs database products; answers day-to-day questions concerning technical aspects of the database management and liaison with CSA, and other IT related vendors.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- Database Design & Architecture: Develop and optimize database schemas, tables, indexes, and relationships to support application and business requirements;
- Performance Tuning: Monitor and improve database performance through query optimization, indexing strategies, and resource management;
- Data Security & Integrity: Implement security protocols, backup strategies, and disaster recovery plans to safeguard data;
- ETL & Data Pipelines: Build and maintain ETL processes to support data warehousing, reporting, and analytics;
- Automation & Scripting: Develop scripts and tools for database deployment, migration, and maintenance tasks;
- Collaboration: Work closely with the dev team, vendors and other county employees to ensure seamless data flow and integration.
- Documentation: Maintain clear documentation of database structures, processes, and configurations;
- Diagnose and resolve database performance and functionality issues;
- Manage the transfer and conversion of data between systems;
- Perform routine maintenance, backups, updates, and disaster recovery planning;
- Write and optimize SQL queries, stored procedures, triggers, and functions;
- Monitor database systems for performance bottlenecks and vulnerabilities;

- Implement encryption, access controls, and auditing protocols to protect sensitive data and ensure regulatory compliance (e.g. HIPAA).

Required Knowledge and Abilities

Knowledge and understanding of:

- Database design methods, techniques, characteristics, and practices using industry standards in developing procedures in a client-server environment;
- Relational database techniques for performance monitoring security, recovery, and data integrity;
- Oracle, SQL Server, Microsoft Access, Progress, Visual Basic, and other related database development products;
- CSA operating systems and related software applications;
- Networking concepts technology and related components of a client server environment;
- Current database system technologies.

Skill to:

- Communicate effectively in both oral and written form;
- Work with third party software developers to provide and coordinate user support and integration with existing county applications;
- Ability to work in a team environment.

Ability to:

- Perform application programming;
- Establish and maintain accurate records and files and prepare reports;
- Work independently with minimal supervision.

Reporting Relationships

Decision-making Authority:

This position reports to the Web & Development Administrator. The position holder does not directly supervise other positions but does provide training and assistance within the IT Department and throughout the County.

Minimum Qualifications

Education/Experience/Training:

- Bachelor's degree in Computer Science, Information Systems, or closely related field from an accredited college or university; **and**
- One (1) years' of directly related experience in database system administration and design, programming development in a client-server environment specializing in database administration. **or**
- Any equivalent combination of education and experience totaling five (5) years.

Required:

- Must pass a criminal and driving background check and meet any County-specific employment eligibility standards.

Desired Qualifications:

- Hands-on experience with website development, maintenance, or support, through internships, coursework, freelance projects, or entry-level employment.

Essential Physical Abilities

Essential Physical Abilities:

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 frequently required to crawl, stand, kneel, stoop, crouch, and use hands to handle, or feel;
- The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform database procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form.
- The employee is regularly required to sit and use hands to fingers to operate computer;
- Frequently is required to reach with hands and arms;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Personal mobility that permits the employee to serve the general public, County departments and access files and other materials in the office;
- Personal mobility that permits the employee to enter, operate and exit motor vehicles.

Working Conditions:

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.

- The work environment is an office environment and working with computers throughout the County system;
- The noise level in the work environment is usually moderate.

Accepted - Board of County Commissioners

Date Stamp