



JOB TITLE: Database Support Specialist
FLSA: NON-EXEMPT/EXEMPT
REVISION DATE: January 2026
DIVISION: Administration
REPORTS TO: Database Manager
COMPENSATION: \$25.00 - \$50.48 D.O.E. (We do not pay below any local minimum wage)
DEADLINE: March 27, 2026

CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of projects for a variety of private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”

At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.

POSITION SUMMARY:

This role provides operational database, and systems support across CGRS platforms with a primary emphasis testing as well as data integrity and accuracy, SQL-based tasks, routine database maintenance, documentation, and internal user support of the CGRS Connect™ platform and ultimately the entire tech stack at CGRS, Inc.

PRINCIPAL ACCOUNTABILITIES:

- Ensure working knowledge of the custom database user interface.
- Troubleshoot the database system. This includes when issues are found or through testing prior to implementation into the live environment.
- Responsible for thoroughly testing and validating database modifications and changes.
- Knowledge of Structured Query Language (SQL) is required; create and execute approved SQL queries as needed or at required intervals.
- Perform routine and as needed data integrity checks.
- Review project requirements by communicating with appropriate team members to understand objectives, input data, and output requirements; provide workflow information to programmers and detailed write-ups for database staff and developers.
- Attend meetings with programmers, team members and internal customers.
- Begin to understand SQL Server Management Studio (SSMS), working with developers and consultants as needed.
- Assist in or perform database maintenance tasks.
- Update and maintain any related (Standard Operating Procedures) SOPs and SQL Query libraries. This includes reference manual for database users and includes detailed instructions for modules and tasks.



- Create step-by-step internal guides for common SQL tasks, known data issues, CGRS Connect data workflows.
- Maintain client confidence and protect organizational operations by keeping information confidential.
- Attend educational programs and workshops for ongoing professional growth.
- Prioritize and maintain deadlines.
- Provide assistance in training employees on database-use practices when assigned.
- Work with staff to improve, develop, and implement database revisions and create reports.
- Perform other related duties as assigned.

JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: High school degree or GED. However, associate or bachelor's degree preferred.

EXPERIENCE: Prefer 2 or more years of experience in a related position. See Career Path section below.

SKILLS:

- Technically competent: able to perform tasks using database management tools, applications, and organizational software.
- Proficient with data compilation, analysis, and computer functions.
- High emphasis on accuracy and attention to detail.
- Ability to maintain confidentiality and integrity of organizational data.
- Excellent verbal communication, documentation practices, and organizational skills.
- Strong time-management and self-motivation skills.
- Existing knowledge of programming languages (specifically SQL) is helpful but not required.

CAREER PATH

Database Support Specialist I: Entry level technical support role focused on CGRS Connect™ database. 0-2 years' experience. Pay range: \$18.00-\$35.00 (Non-Exempt)

Database Support Specialist II: Entry level technical support role focused on CGRS Connect™ database. Foundational SQL and basic database support responsibilities. 1-3 years' experience. Pay range: \$25.00-\$38.00 (Non-Exempt)

Database Support Specialist III: Independent support with moderate complexity; increased ownership of SQL tasks. Familiarity with SSMS required. 2+ years' experience. Pay range: \$65,000-\$85,000 (Non-Exempt/Exempt)

Database Support Specialist IV: Senior level. Advanced support across CGRS tech stack with high level SQL use, performance tuning, troubleshooting and project leadership. 5+ years' experience. Pay range: \$80,000-\$105,000 (Exempt)



SUPERVISORY RESPONSIBILITIES: None.

EQUIPMENT USED: Must be able to operate computers demonstrating high proficiency in MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe at a basic level. Will be using Microsoft SQL Server Management Studio (SSMS). Must be proficient in using office machines including fax machine, copier, scanner, and telephone.

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Driver's license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift 10 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting 75% of the time.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever-changing requests.

WORKING CONDITIONS: Work in a small office setting. Must be willing to carry out company goals and policies.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.