

**DESCRIPTION:** Under direct supervision of a higher level Information Technology Data/Database professional, performs data or database administration work which includes physical database design, creation, management, and support and logical database modeling and administration.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first level in the series of three (Analyst, Analyst/Senior and Analyst/Lead). Incumbents at this level are generally functioning as assistants to senior level staff and all work is reviewed by others. This class is distinguished from the Lead level by the absence of lead worker responsibilities.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Database Software Support:

- Install and maintain database software and associated utility products
- Troubleshoot database software and associated utility products
- Configure database software and associated utility products

Manage Physical Database:

- Allocate and manage physical space for agency database tables
- Allocate and manage physical space for individual agency application tables
- Ensure database tables are backed up
- Performs database/application “binds”

Data Dictionary:

- Create/maintain data field definitions

Logical Database Design:

- Create/maintain data models in conjunction with applications development staff
- Ensure compliance with data dictionary

Security:

- Performs database security duties
- Create/maintain database access authorization

General:

- Basic knowledge of pertinent database platform

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the duties assigned.)

Knowledge of: commonly used query languages, such as SQL; database management concepts, principles and methods including database logical & physical design, normalization, storage capacity management and backup and recovery; the characteristics of data storage media; IT database security principles/methods; technical documentation procedures; computer hardware and software, including applications and programming; basic math; operating systems and platforms used in the agency; sources, characteristics and uses of the organization's data assets; data administration and data standardization policies, standards and methods; agency's IT infrastructure; interrelationships among multiple IT specialties.

Skill in: writing computer programs for various purposes; using math to solve problems; reading comprehension; testing-conducting tests to determine whether equipment, software or procedures are operating as needed; communicating, both orally and in writing; problem identification; information gathering (knowing how to find information and identify essential information); information organization; time management; modifying systems and database configurations to correct problems that affect the confidentiality, integrity and availability of data; analyzing needs and product requirements to create a design (operations analysis); implementation planning; synthesis/reorganization of information to better approach problems or tasks; observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts; systems evaluation; troubleshooting; technical documentation; analyzing database performance data.

Ability to: read and understand information and ideas presented verbally and in writing; communicate information and ideas, both orally and in writing, so others will understand; reason deductively – apply general rules to specific problems to come up with logical answers and deciding if an answer makes sense; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; reason inductively – combine separate pieces of information or specific answers to problems to form general rules or conclusions; come up with a logical explanation for why a series of seemingly unrelated events occur together; create reports and manipulate data in response to customer requirements; monitor database performance and tune database operations; use modeling tools and approaches to meet the unique requirements of the assignment; design, develop and maintain database operations; generate complex queries and reports; define and allocate storage capacity in the design of data management systems; develop data dictionary definitions; data models, metadata repositories and other data management tools; apply new and improved approaches to the design, development and implementation of data mining, warehousing and related storage and retrieval systems; execute a variety of database utility functions; assist customers in navigating and accessing databases using various interface methods; implement operating systems procedures for running timed or scheduled events such as file backups; produce database design schema for integrating source data into data management systems.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process must request this in advance.)

Associate Degree in Computer Science/IT and one year experience working with relational databases.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).