

DESCRIPTION: Under general supervision, 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 second of three levels in the series (Analyst, Analyst/Senior, and Analyst/Lead). This is the full-performance level where incumbents perform the full range of duties independently with the supervisor being available for guidance/direction as needed. This class is distinguished from the Analyst/Lead level by the absence of lead worker responsibilities at this level.

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
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Security:

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

General:

- General knowledge of pertinent database platform

Leadership:

- Mentor IT Data/Database Analysts
- May lead during logical database design sessions

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the duties assigned and may be acquired on the job.)

Knowledge of: database back and recovery systems; operating systems and platforms used in organization; 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; sources, characteristics and uses of the organization's data assets; characteristics of data storage media; data administration and data standardization policies, standards and methods; IT database security principles/methods; technical documentation procedures; assigned agency's IT infrastructure; interrelationships among multiple IT specialties; computer hardware and software, including applications and programming; basic math; principles and processes involved in business and organizational planning, coordination and execution; data mining and data warehousing principles/methods; project management principles and methods.

Skill in: writing computer programs for various purposes; using math to solve problems; reading comprehension; analyzing needs and product requirements to create a design (operations analysis); technology design (generating or adapting equipment and technology to serve user needs); 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 identifying essential information; information organization; implementation; information planning - developing approaches for implementing an idea; 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; systems perception – determining when important changes have occurred in a system or are likely to occur; troubleshooting; time management; technical documentation/developing user instructions; modifying systems and database configurations to correct problems that affect the confidentiality, integrity and availability of data; monitoring the performance of others; applying data mining, storage and warehousing methods; researching alternative technical solutions.

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; 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; design, develop and maintain database operations; create reports and manipulate data in response to customer requirements; monitor database performance and tune 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; use modeling tools and approaches to meet the unique requirements of the assignment; return disrupted database systems to normal operations; optimize database performance & tune database operations; adapt new and improved approaches to the design, development and implementation of data mining, warehousing and related storage and retrieval 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 three years related experience, two of which must be as Data/Database Analyst.

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).