

STATE OF NEBRASKA CLASS SPECIFICATION
INFORMATION TECHNOLOGY DATA/
DATABASE ANALYST/LEAD

EST: 02/99 - REV: 10/10

CLASS CODE: A07054

DESCRIPTION: Under limited supervision, formulates/defines all activities related to the administration of data and/or databases; has full technical knowledge of all phases of data/database administration; leads a team of IT professionals and directs their work; projects long-range requirements for data/database administration and design.

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

This is the third level in the series of three (Analyst, Analyst/Senior and Analyst/Lead). Incumbents spend the majority of their time leading/directing other IT professionals (usually Database Analysts). The first two levels do not have lead worker duties.

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

Leadership:

- Coordinates work efforts
- Makes assignments
- Prepares project/work plan
- Monitors work progress/quality
- Prepares project progress reports
- Resolves conflicts
- Provides input for performance evaluations
- Recommend approval of leave time usage

Database Software Support:

- Plan database software installation and maintenance
- 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:

- Monitors physical space and creates plans for additional capacity
- 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

Data Dictionary:

- Maintain data field definitions

Logical Database:

- Create/maintain data models in conjunction with applications development staff
- Ensure compliance with data dictionary
- Performs database/application “binds”

Security:

- Determines and implements database security
- Performs database security duties
- Create/maintain database access authorization

General:

- Develop and enforce policy, standards, and processes related to database or data administration
- Consult with clients on data/database administration issues
- General knowledge of pertinent database platform

Leadership:

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: database backup and recovery procedures; 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; data mining and warehousing principles/methods; characteristics of data storage media; data administration and data standardization policies, standards and methods; IT database security principles/methods; technical documentation procedures; project management principles and methods; 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.

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; monitoring performance of others; systems perception – determining when important changes have occurred in a system or are likely to occur; troubleshooting; time management; applying data mining, storage and warehousing methods; technical documentation/developing user instructions; establishing database testing, implementation and post-implementation support procedures; identifying database systems requirements; analyzing database performance data; modifying systems and database configurations to correct problems that affect the confidentiality, integrity and availability of 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; 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; diagnose and resolve the most complex data management problems and issues; plan and coordinate migration of data to a newer version of a database management system; evaluate current and future agency database requirements; optimize database performance and 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 four years related experience, one of which must be as Data/Database Analyst/Senior.

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).