

**CLASS TITLE:                    DATABASE ADMINSTRATOR-  
   ADABAS/NATURAL**

**Class Code: 02797900  
Pay Grade: 35A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Responsible for central control of database design, implementation and use. Responsibilities include assisting in selection applications suitable for the database management system, assisting in database design, maintaining database documentation, establishing data validation procedures, establishing data security procedures, planning and implementing data recovery procedures and general administration of the database within the specified software environment.

**SUPERVISION RECEIVED:** Works under the general direction of the technical project coordinator with considerable latitude for the exercise of independent judgement and the application of sound system development maintenance techniques.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

- To establish and maintain a consistent set of controls and standards for definition and security of data.
- To define and describe new data entities and relationships using uniform data definition procedures.
- To introduce standards for editing and validation of the input to the database.
- To maintain documentation of the organizations logical database structure.
- To assist in selection of applications for database implementation. Advise on systems development issues.
- To manage the migration of applications software and data across development and production environments.
- To work with computer operations personnel to develop formalized procedures for carrying out database back-up on the computer.
- To formulate and implement procedures for restarting the database management system after failure, recovering the database to a recent checkpoint and controlling the priority and sequence of database restoration.
- To monitor database performance and implement strategies for improving it. Establish and maintain records of computer resources used by each application. Monitor database management system effectiveness with respect to response time.
- To exercise administrative control over access to and updating of the database. Establish and maintain database/software password security.
- To determine storage requirements and define the physical database structure. Monitor and balance access to files across physical storage devices to optimize system performance.
- To control ADABAS utility usage. Develop and acquire specialized utilities to facilitate certain functions involving database maintenance and performance monitoring.
- To function as the primary interface with the database management system vendor for reporting failures/problems, receiving and installing new software releases and utilities, and receiving and distributing manuals and other literature.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques required in administration of databases within the specified software environment.

Considerable knowledge of computer hardware capabilities and job control language. Considerable knowledge of application programming techniques within the specified software environment. Ability to identify and solve computer operations and software problems. Ability to establish database administration procedures. Ability to maintain and enforce database standards and integrity. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by successful completion of advanced courses in computer science; and

Experience: Such as may have been gained through: considerable employment in a responsible position of database administration within the specified software environment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 13, 1992

Editorial Review: March 15, 2003