CLASS TITLE: DATABASE ADMINISTRATOR

Class Code: 02798000
Pay Grade: 48A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for managing databases within organizations and databases spanning across the Enterprise; i.e., databases include, but are not limited to, the following: Oracle, SQL Server, Informix, DB2, MYSQL and Adabas/Natural; to be responsible for the following major aspects of database administration: database recoverability, integrity, security, availability, design, performance, patching, scheduled updates and development/testing support; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a technical or programming applications manager or director with considerable latitude for the exercise of independent judgment working within established and approved organizational policies and procedures.

SUPERVISION EXERCISED: Usually none, but may have a database staff team assigned; provides comprehensive technical expertise to agency personnel and system users.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for managing databases within organizations and databases spanning across the Enterprise; i.e. databases include, but are not limited, to the following: Oracle, SQL Server, Informix, DB2, MYSQL and Adabas/Natural.

To be responsible for the following major aspects database administration: database recoverability, integrity, security, availability, performance, patching, scheduled updates and development/testing support.

To establish database base recoverability policies and procedures including developing disaster recovery plans.

To participate in disaster recovery exercises, both onsite and offsite.

To establish and maintain security policies and procedures for access controls.

To ensure database integrity by utilizing database management tools.

To ensure high availability of databases using modern high availability database management tools such as database mirroring, database clustering and hardware high availabilities tools.

To document and maintain database data dictionaries, database storage definitions, security policies and other documentation required for database integrity.

To work with security, operational and administrative staff in day to day operations. Work with security, operational and administrative staff to develop formal procedures to manage the databases.

To monitor database performance and make recommendations for database performance improvements.

To monitor, manage and make recommendations for database storage.

To create testing, development and training database instances or copies.

To make recommendations on upgrading, patching and migrating databases.

To patch, upgrade and migrate databases.

To patch, upgrade and migrate application servers where applicable.

To work with operational staff on hardware recommendations and planning.

To provide recommendations for operating system hardware configuration as it relates to the Database performance and configuration; Knowledge of the various operating systems required(AIX, HP-UX, Linux, Windows Server).

To provide recommendations for entity relationships, database and table design, and database normalization.

The creation of SQL statements, database triggers and stored procedures.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge or the principles, practices and techniques required in the administration of databases within multiple software and hardware environments(Oracle and/or SQL); a thorough knowledge of software application requirements to effectively interface with the database; a practical working knowledge of the various operating systems; the ability to communicate effectively, written and orally; the ability to maintain and enforce database standards, policies and procedures across the enterprise and organizations; the ability to solve computer operational and software problems; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's Degree and a minimum of four years experience with relational database technologies; or an Associate Degree with supplemental courses in database administration and six years experience with relational database technologies.

Experience: Minimum of three years experience as a Database Administrator.

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

Class Created: March 10, 2013