

CLASS TITLE: DATABASE MANAGEMENT SYSTEM SPECIALIST

Class Code: 02794700

Grade: 26A

EO Code: C

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To perform standard technical work in database management, designing ways in which information will be presented, distributed, and accessed; to determine which information is to be included in database tables, how the tables will interact with each other, and create the queries that will enable users to access information; responsible for the performance, integrity and security of the database; responsible for the planning, development and maintenance of databases as well as troubleshooting issues on behalf of users; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom are received specific work assignments; work is reviewed in process for conformance to instructions.

SUPERVISION EXERCISED: Usually none. May supervise the work of technical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform standard technical work in database management, designing ways in which information will be presented, distributed, and accessed; to determine which information is to be included in database tables, how the tables will interact with each other, and create the queries that will enable users to access information.

To be responsible for the performance, integrity and security of the database; responsible for the planning, development and maintenance of databases as well as troubleshooting issues on behalf of users.

To be responsible for identifying database requirements by interviewing users, analyzing agency applications, programming, and operations; evaluates existing systems and designs proposed systems.

To assist DoIT staff in recommending solutions by defining database physical structures and functional capabilities, mapping out the conceptual design, database security, system storage requirements, data back-up, and recovery specifications.

To assist DoIT staff in installing revised and new systems by proposing specifications and flowcharts, recommends optimum access techniques, coordinates installation requirements, and considering both back-end organization of data and front-end accessibility for end-users.

To be responsible for maintaining database performance by calculating optimum values for database parameters, implementing new releases, completing maintenance requirements, evaluating computer operating systems and hardware products, and writing documentation, including data standards, procedures and definitions for the data dictionary.

To be responsible for preparing users by conducting individual and group training, providing information and resolving problems; monitors user's access permissions, privileges and security.

To be responsible for providing information to users and answering their questions and requests. To be responsible for supporting database functions by designing and coding utilities.

To be responsible for maintaining quality service by establishing and enforcing organizational standards, ensuring storage and archiving procedures are functioning correctly.

To be responsible for maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional interagency networks.

To be responsible for working closely with DoIT project development managers, database and multimedia programmers, and communicating regularly with technical, applications and operational staff to ensure database integrity and security.

To be responsible for preparing various periodic reports and presentations, including using PowerPoint, for superiors and coworkers as requested.

When needed, process data to compile, analyze and produce status reports, summary reports and other reports for critical functions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: An advanced knowledge of current and previous versions of Microsoft Office Access systems, database design, information management, database integration, data security and system optimization; a working knowledge of Microsoft Office suite applications; a familiarity with structured query language (SQL), Unix and database management systems (DBMS); a working knowledge of the capabilities, programming techniques and intricacies of automated database management systems and peripheral equipment; the ability to assist in the installation, testing, documentation and maintenance of database management systems; a working knowledge of word processing and spreadsheet programs; must be results-oriented with problem-solving abilities and excellent customer service skills; the ability to communicate effectively with superiors, associates, and other departmental personnel; the ability to prepare and assemble complete documentation to support new or modified database management programs and procedures; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in computer science, computer software, systems engineering, informational technology, mathematics, or operational research, 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 technical position that involved work in the area of database design, development and administration.

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

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