

TITLE OF GROUP OF CLASSES:
TITLE OF CLASSES IN GROUP

DATABASE MANAGER

(ADABAS)
(DB2)

Class Code:	EO:
02796800	C
02791800	B
Pay Grade:	38A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for central control of database design, implementation and use within the specified software environment and for providing high level technical support of applications in that environment; to establish and maintain a consistent set of standards for documentation, data definition and security; to be responsible for the general operation of the specified database management system to include developing and implementing procedures for data validation, security and recovery; to provide technical and analytical support to application development, database and systems personnel; to evaluate and recommend applications suitable for the database management system; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a Deputy Information Processing Officer with wide latitude for the exercise of independent technical judgement in the application of database management and maintenance techniques.

SUPERVISION EXERCISED: Usually none; provides comprehensive technical expertise to agency personnel and system users.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for central control of database design, implementation, and use within the specified software environment and for providing high level technical support of applications in that environment.

To establish and maintain a consistent set of standards for documentation, data definition and security.

To be responsible for the general administration of the specified database management system to include developing and implementing procedures for data validation, security and recovery.

To exercise procedural control over access to and updating of the database.

To provide technical and analytical support to application development, database and systems personnel.

To be responsible for evaluating and recommending applications suitable for the database management system and predicting the resulting impact on the system.

To manage the migration of applications software and data across development and production environments.

To assist computer operations personnel with database performance/usage monitoring, recovery, storage allocation and related procedures.

To define and describe new data entities and relationships using uniform data definition procedures.

To maintain database documentation and introduce standards for editing and validation of the input to the database.

To provide training on database intricacies to technical and programming personnel.

To function as the primary interface with technical support and operation support personnel.

To formulate and implement procedures for restarting the database management system after a failure, and to serve as the primary interface with the database vendor for reporting failures/problems, receiving and installing new software releases and utilities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of relational database principles, practices and techniques and the ability to apply them in the specified software environment; a thorough knowledge of computer hardware and operating system capabilities and the ability to utilize them in the specified database environment; a thorough knowledge of job control language and of application programming techniques and the ability to apply them effectively in the specified environment; the ability to establish database control procedures; the ability to identify and solve computer operations, technical support and application software problems; the ability to communicate effectively, both orally and in writing; the ability to establish and maintain effective working relationships with agency personnel, system users, and vendors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in computer science including or supplemented by courses in the area of specialization; and

Experience: Such as may have been gained through: employment in a highly complex position with the responsibility for database management within the specified software environment.

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

Class Revised: March 20, 1994

Editorial Review: 3/15/03