

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin
<i>This row is for Information Technology classifications ONLY</i>	PRIMARY TECHNOLOGY (IT ONLY) DB2	SECONDARY TECHNOLOGY (IT ONLY) Database Support

POSITION NUMBER 20006366           JOB CODE TITLE Database Administration Specialist 2           JOB CODE 69952	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 14 PR 35 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	On behalf of the Office of Information Technology (OIT), ISD/MARCS Unit the position will conduct performance tuning and configuration, create data models and provide technical Tier II database support; installing and upgrading the database server and application tools; Allocating system storage and planning future storage requirements for the database systems; Modifying the database structure, as necessary, from information given by application developers; enrolling users and maintaining system and database security; controlling and monitoring user access to databases; monitoring and optimizing database performance; planning for and performing backup and recovery of database information; creating yearly archived data from application databases; managing and monitoring application systems and associated web sites which interface databases and require administrative oversight of multiple agency usage of said systems; research and assist in resolution of database and application systems issues.	<b>Knowledge of</b> (1) technology design; (2) mathematic principles relative to MARCS; (3) IT principles, methods and practices; (4) state and agency policy, procedures and applicable laws*; (5) vision, mission and goals of agency*; (6) systems performance management; (7) IT lifecycle concepts, project management principles and methods; (8) developing system specific specifications, back-up and recovery procedures; (9) database management principles and methodologies for data modeling; (1) oral & written communication tools & techniques; (2) customer support & personal service; (3) technical writing & documentation practices; (8) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (9) IT principles, methods & practices in Fixed/Mobile Admin & Hardware; (10) software distribution & configuration management tools & mechanisms (e.g., Shavlik); (12) local area & wide area networking principles & concepts; (13) back-up & recovery techniques; (14) performance monitoring methods; (15) basic internet server maintenance techniques; (16) installation & configuration procedures; (17) internet clients, such as browsers & streaming video; (18) system administration methods & procedures; (19) operating systems installation & configuration procedures; ; (25) Fixed Mobile Administration (e.g., Genesis, PremierOne CAD & PremierOne Mobile & PremierOne Records); (26) Fixed/Mobile Hardware ( e.g., Motorola, Harris, Kenwood, Tait, EF Johnson).	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
				6/25/15

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POSITION NUMBER 20006366           JOB CODE TITLE Database Administration Specialist 2           JOB CODE 69952 ADD 7-315 V-3	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	The position will be responsible for analyzing and programming responsibilities to include: determining the business needs of all organizational units of MARCS and its customers; building appropriate database structures and procedures to meet business and operational needs; building and maintaining SQLServer SSIS packages and SQLAgent jobs to move, modify and update data for use by local reporting systems and customer applications on their platforms; developing programs in SQLServer TSQL, EXCEL, Visual Basic, and reporting tools which allow users to view, analyze and manage their data; assist in the gathering and analysis of system and asset resource usage data.	Skill for: (28) reading comprehension; (29) speaking; (30) service orientation; (31) installation; (32) troubleshooting; (33) critical thinking; (34) operation monitoring; (35) judgment & decision making; (36) systems analysis; (37) systems evaluations; (38) operation analysis; (39) identifying & specifying business requirements using data recovery tools & techniques & systems evaluation; (40) complex problem solving; (41) assuring quality & lead work. Ability to: (42) prepare meaningful, accurate & concise reports; (43) stay abreast of current technologies in area of IT assigned; (44) define problems, collect data; establish facts & draw valid conclusions; (45) provide expert technical advice; (46) guidance, & recommendations to management & other technical specialists on critical IT issues.  Knowledge of Skill in Ability to	
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				6/25/15