

POSITION DESCRIPTION		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) SQL Server	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.				
	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	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.		Knowledge of (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

