

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Computing

State Agency County Agency New Position Change County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Database Administrator POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006442 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. - 5:00 p.m. Subject to call back 24X7 Page 1 of 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	<p>Under administrative direction of Service Delivery Division (SDD), Enterprise Computing Administrator, plans, administers & coordinates mainframe relational database management systems (DMBS) (e.g., DB2 on OS/390 or Z/OS) & open systems (e.g., Oracle on UNIX &/or Microsoft SQL Server on Windows) to support multiple state agencies & divisions; approves database designs & logical/physical locations of database records; estimates time, costs, personnel & other resource requirements for new database applications, maintenance of current systems, major & minor enhancements to current systems; assigns personnel, allocates resources, provides guidance & direction, & tracks project progress; promotes the concept of enterprise solutions & management; reviews & interprets system documentation & test results to determine appropriate course of action; assists in establishing program area goals & objectives & associated performance measures by which to measure compliance; determines staffing requirements for the unit; provides effective leadership, promoting a team atmosphere with subordinates, peers, management & customers; assign work & prioritize assignments related to projects undertaken by unit; supervises IT professionals responsible for performing database & systems analysis across multiple platforms, performance monitoring, & tuning; establishes specific goals for each subordinate, evaluates employee performance & establishes measures by which performance can be measured; provides training for staff concerning both technical & personnel issues; develops training curriculum for individual employees facilitating staff development & education in developing technologies; provides technical assistance to staff in resolving complex issues; establishes, & ensures compliance with previously established, policies, procedures & standards; develops & reports on performance indicators reflective of the state of their service offering; develops & maintains processes to assure adequate backup & recovery procedures for databases; plans & participates in testing these procedures on a regular basis; provides 24 x 7 support for all unit services; evaluates industry trends & new technologies & proposes long range plans for enhancements to DBMS platforms; evaluates customer agency strategic IT plans & determines support requirements; reviews new computer system designs for potential database applications; participates with areas within</p>	<p>Knowledge of (1) management for multi-million dollar budgets & projects; (2) management; (3) workforce planning; (4) employee training & development; (5) supervision; (6) human relations; (7) computer science or related field; (8) relational database theory & implementation; (9) DB2, Oracle, or other high-level programming language; (10) IBM, Unix & Windows/NT operating system usage software, operating systems & procedures; (11) computer systems analysis & design; (12) planning, administering & coordinating mainframe database management systems (e.g., DB2 on OS/390 or Z/OS); (13) planning, administering & coordinating open systems (e.g., Oracle on UNIX &/or Microsoft SQL Server on Windows); Skill in (14) operation of microcomputers & peripheral equipment; Ability to (15) define problems, collect data, establish facts & draw valid conclusions; (16) interpret a variety of instructions in written, oral, picture, or schedule form; (17) interpret extensive variety of technical material in books, journals, manuals & audiovisual form; (18) deal with non-verbal symbols in formulas, equations or graphs; (19) deal with many variables & determine specific action; (20) originate instructions & specifications concerning proper use of computer hardware & software; (21) prepare meaningful, concise & accurate reports; (22) cooperate with co-workers & others on group projects; (23) communicate verbally on technical & non technical matters; (24) establish friendly atmosphere as supervisor of unit.</p>

POSITION NUMBER
20006453

JOB CODE TITLE
Database Administrator 3

JOB CODE
64158 *Apd 9-23-08 CB*

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006454 Database Analyst 5
- 20006455 Database Administrator 1
- 20006459 Database Analyst 3

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

9/11/08

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45	<p>Office of Information Technology (OIT) & other agencies to coordinate efficient use of resources (e.g., DBA support, security requirements, database sizes, application development strategy & application design coding tools, query tools, levels of database distribution, disaster recovery) to facilitate resolution of complex technical problems; researches cost & considers available funding in determining successful systems designs; recommends software & hardware for acquisition; participates in preparation of unit budget & rate setting; prepares Service Business Plans for new or modified services; prepares Service Rate Models including the development of individual service rates; monitors unit expenditures & revenues monthly; ensures effective fiscal controls for the unit; manages multi-million dollar budgets & projects; participates in the negotiation of contracts & purchases related to the unit.</p> <p>Responsible for both administrative & technical support of multiple copies of various DBMS's (e.g., DB2, Oracle, SQL) & supporting software & tools; plans, implements, installs, & maintains new releases of DBMS's, supporting product software & customer application packages; provides technical consultation to lower-level analysts & customers; confers with DBMS vendors to resolve problems; establishes & maintains contact with areas within OIT & with other state agencies in determining customer requirements for additional services & in providing enhancements & support for existing systems; promotes a customer centric service delivery; works with vendors in acquiring product information and services to support new and existing computer systems; provides training to users regarding new systems and advances in technology; develops technical specifications for inclusion in Service Level Agreements (SLA) between unit & customers; attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations.</p>	<p>Knowledge of 1, 2, 6, 7, 8, 9, 10, 11, 12, 13; Skill in 14; Ability to 15, 16, 17, 18, 19, 20, 21, 22, 23</p>

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Database Administrator 3

Apd 9-23-08 CB

JOB CODE
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20006459 Database Analyst 3

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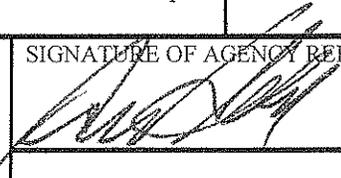
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
		<p><u>Position Specific Minimum Qualifications</u></p> <p>9 mos. planning, administering & coordinating mainframe database management systems (e.g., DB2 on OS/390 or Z/OS);</p> <p>9 mos. exp. planning, administering & coordinating open systems (e.g., Oracle on UNIX &/or Microsoft SQL Server on Windows);</p> <p>9 mos. exp. managing multi-million dollar budgets & projects.</p>
	<p>Must submit to & pass personal background check & is overtime exempt.</p>	

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 JOB CODE TITLE Database Administrator 3
 JOB CODE 64158
 Apr 9-23-08 CB

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9/11/2008