

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Computing

POSITION NUMBER  
20006455 (41823.0)

JOB CODE TITLE  
Database Administrator 1

JOB CODE  
64156

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Database Administrator 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006453 (41820.0) Database Administrator 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m. & on call 24X7

Page 1 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Plans, administers & coordinates all aspects of & activities related to design, implementation, operation, maintenance, security, & tuning of very large & complex database systems/databases: plans, coordinates, documents & implements migration of massive changes across multiple copies of large, complex databases & other procedures that can involve dozens of different agencies, sections, products & can take 100's of individual steps in the Microsoft SQL Server Database Management System (DBMS); supervises lower-level database analysts; provides guidance & training in procedures & techniques; plans & evaluates work; sets goals & approves leave.	Knowledge of (1) computer science; (2) relational databases (e.g., design, construction, administration, maintenance, monitoring, tuning & security); (3) installation & technical support of SQL Server, its supporting toolsets & customer databases; (4) DB2, Oracle, SQL Server or equivalent standards & procedures; (5) database connection software; (6) high-level computer programming languages (e.g., Cobol, Java); (7) operating systems (Windows/NT/2000) & interface/impact of DBMS on them; (8) operating system editors & scripting languages; (9) design, use, implementation & tuning of file structures; (10) one or more Database Management Systems (e.g., DB2, Oracle, SQL Server), and all related functions (e.g., backup, recovery, maintenance, tuning, design, security, interfacing with operating system, debugging, upgrading, interface to OS/other security schemes); (11) advanced SQL performance & tuning; (12) database administration supporting tools (e.g., Red Gate SQL Compare, DTS compare); (13) supervision. Skill in (14) operation of personal computer & associated software; Ability to (15) communicate technical & non-technical material; (16) understand technical documents pertaining to database technology & concepts; (17) define problems, collect data, establish facts & draw valid conclusions; (18) maintain accurate

List Position Numbers and Class Titles of Positions Directly Supervised:

20006456 (41824.0) Database Anl 5  
20006457 (41825.0) Database Anl 1

SIGNATURE OF AGENCY REPRESENTATIVE

*Gregory H. Mowatt*

DATE

4/19/07

Upld 4-30-07 CB

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50	<p>Provides administrative &amp; technical support of all features of the SQL Server DBMS on Windows operating system &amp; its supporting software (e.g., Enterprise Manager, Query Manager, SQL Profiler, Replication, Index Wizard, DTS packages, Red Gate support tools): performs installation, maintenance, debugging, troubleshooting, backup, recovery, disaster recovery &amp; tuning; provides expert technical support for SQL Server &amp; supporting toolsets; (i.e., multiple SQL Server boxes supporting multiple SQL Server instances &amp; multiple copies of 100's of tables for many different customer agencies); may provide some support of, &amp; technical expertise in, DB2 &amp;/or Oracle; responds to customer problems/questions/needs in swift, professional, courteous manner; maintains user contacts to assess needs, answer questions, provide guidance &amp; technical information; assists customer database analysts &amp; other staff in all aspects of database administration; plans &amp; attends meetings to facilitate sharing of information between database analyst staff, customers, technical services staff &amp; others; responds to related issues 24 hours/day, 7 days/week, 365 days/year, which requires call back, overtime, standby or on-call.</p> <p>Must submit to &amp; pass personal background check &amp; serves as essential employee.</p>	<p>records; (19) research solutions using Internet &amp; technical materials.</p> <p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13; Skill in 14 Ability to 15, 16, 17, 18, 19, (20) respond to issues on 24X7 basis.</p> <p><u>Position Specific Minimum Qualifications</u></p> <p>24 mos. exp. in installation, configuration &amp; technical support of SQL Server product &amp; customer databases.</p>

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*Gregory R. Mounts*

DATE

4/19/07