

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505250

DIVISION OR INSTITUTION: Office of Information Technology  
 UNIT OR OFFICE: ISD/Enterprise Computing  
 COUNTY OF EMPLOYMENT: Franklin

This row is for Information Technology classifications ONLY  
 PRIMARY TECHNOLOGY (IT ONLY): DB2  
 SECONDARY TECHNOLOGY (IT ONLY): SQL Server, Database Support, IBM Z/OS

Reclassification     
  New Position     
  Update     
 Position Hyperlinked to  Agency Organizational Tree

POSITION NUMBER  
20006456

USUAL WORKING TITLE OF POSITION: \_\_\_\_\_  
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent     
  Classified     
 Overtime:  Eligible     
  Exempt     
 Bargaining Unit 14  
 Temporary     
  Unclassified  
 Intermittent     
  Essential     
 If FLSA Exempt, exemption type: \_\_\_\_\_  
 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 7:30 am      TO: 4:30 pm

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Designs and implements high availability solutions; designs/plans cluster nodes hardware selection and recommendations; configures/sets-up cluster nodes, sets-up interconnects, configures cluster-aware storage; installs cluster ware and DBMS software on all nodes; monitors load balance, tunes cluster parameters for high performance; configures standby servers; configures and implements log shipping; configures and implements replication. Works with IT Architecture staff, CIO and/or IT Managers to design solutions that meet agency requirements; assists analysis of the solution design's business case; authors' portions of the solution business case. Issues Tier III resolution.	<b>Knowledge of:</b> (1) oral & written communication tools & techniques; (2) customer support & personal service; (3) technical writing & documentation practices; (4) technology design, (5) mathematic principles relative to assigned area in IT; (6) IT principles, methods & practices in assigned specialty area; (7) state & agency policy, procedures & applicable laws*; (8) vision, mission & goals of agency*; (9) systems performance management; (10) IT lifecycle concepts; (11) project management principles & methods; (12) develop system specific specifications; (13) back-up & recovery procedures; (14) interrelationships of multiple IT specialties; (15) database management principles & methodologies for data modeling; (16) database management principles & methodologies for data structures, warehousing, transaction & high availability processing; (17) DB2; (18) SQL Server; (19) Database Support; (20) IBM Z/OS. <b>Skill for:</b> (21) reading comprehension; (22) speaking; (23) service orientation; (24) troubleshooting; (25) critical thinking, using data recovery tools & techniques; (26) complex problem solving, judgment & decision making; (27) assuring quality; (28) identifying & specifying business requirements; (29) lead work; (30) database analysis & evaluation; (31) developing & interpreting policy & strategies governing the planning & delivery of IT services.  *developed after employment

JOB TITLE  
Database Administration Specialist 3

JOB CODE  
69953  
 apd 7/31/13 Pfr

List Position Numbers & Job Titles of Positions Directly Supervised: \_\_\_\_\_  
 SIGNATURE OF AGENCY REPRESENTATIVE:   
 DATE: 7/31

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DB2

SECONDARY TECHNOLOGY (IT ONLY)  
SQL Server, Database Support, IBM Z/OS

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20006456  
  
 JOB TITLE  
Database Administration Specialist 3  
  
 JOB CODE  
69953  
  
*Appd 7/31/13/efm*

Reclassification     
  New Position     
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 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
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  Unclassified  
 Intermittent     
  Essential     
 If FLSA Exempt, exemption type:     
 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 7:30 am      TO: 4:30 pm

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Understands business intelligence data needs; defines the data warehouse/business intelligence design; implements data warehouses and data marts; implements business intelligence tools and user interfaces; implements enterprise reporting, management dashboards and scorecards; implements analytic applications; replicates and transforms data for business intelligence. Develop standards/best practices; creates documentation of installation procedures monitoring procedures, security policies, configuration changes, migration procedures and best practices for development teams.	<b>Ability to:</b> (31) prepare meaningful, accurate & concise reports; (32) stay abreast of current technologies in area of IT assigned; (33); provide expert technical advice, guidance, & recommendations to management & other technical specialists on critical IT issues; (34) define problems, collect data, establish facts & draw valid conclusions  <b>Knowledge of:</b> 1 - 20 <b>Skill for:</b> 21 - 30 <b>Ability to:</b> 31 - 34
25	Conducts performance tuning system configuration running on multiple platforms; tunes data manipulation model. Designs standards for the exchange of data between systems, including data security models. Works with multidimensional models.	<b>Knowledge of:</b> 1 - 20 <b>Skill for:</b> 21 - 30 <b>Ability to:</b> 31 - 34
10	Develops database strategies to support business needs. Applies principles, theories, practices and techniques of project planning. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation.  <i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i>	<b>Knowledge of:</b> 1 - 20 <b>Skill for:</b> 21 - 30 <b>Ability to:</b> 31 - 34

List Position Numbers & Job Titles of Positions Directly Supervised:      SIGNATURE OF AGENCY REPRESENTATIVE      DATE

      *P713*