

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

POSITION NUMBER
20006456

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006455 Data Base Administrator 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14

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.	<p>Knowledge of: (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.</p> <p>Skill for: (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.</p> <p>*developed after employment</p>

JOB TITLE
Database Administration Specialist 3

JOB CODE
69953
apd 3/20/11 Rm

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

David L. Orr

4-14-11

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

POSITION NUMBER
20006456

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006455 Data Base Administrator 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
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
		<p>Ability to: (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</p>
25	<p>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.</p>	<p>Knowledge of: 1 - 20 Skill for: 21 - 30 Ability to: 31 - 34</p>
25	<p>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.</p>	<p>Knowledge of: 1 - 20 Skill for: 21 - 30 Ability to: 31 - 34</p>
10	<p>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.</p> <p><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></p>	<p>Knowledge of: 1 - 20 Skill for: 21 - 30 Ability to: 31 - 34</p>

JOB TITLE
Database Administration Specialist 3

APD 3/20/11 PSM

JOB CODE
69953

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Daniel L. ...

4-14-11