

# 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)  
SQL

SECONDARY TECHNOLOGY (IT ONLY)  
DB2

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: 8:00 am    TO: 5:00 pm

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>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>	<p><b>Knowledge of:</b> (1) oral &amp; written communication tools &amp; techniques; (2) customer support &amp; personal service; (3) technical writing &amp; documentation practices; (4) technology design, (5) mathematic principles relative to assigned area in IT; (6) IT principles, methods &amp; practices in assigned specialty area; (7) state &amp; agency policy, procedures &amp; applicable laws*; (8) vision, mission &amp; goals of agency*; (9) systems performance management; (10) IT lifecycle concepts; (11) project management principles &amp; methods; (12) develop system specific specifications; (13) back-up &amp; recovery procedures; (14) interrelationships of multiple IT specialties; (15) database management principles &amp; methodologies for data modeling; (16) database management principles &amp; methodologies for data structures, warehousing, transaction &amp; high availability processing.</p> <p><b>Skill for:</b> (17) reading comprehension; (18) speaking; (19) service orientation; (20) troubleshooting; (21) critical thinking, using data recovery tools &amp; techniques; (22) complex problem solving, judgment &amp; decision making; (23) assuring quality; (24) identifying &amp; specifying business requirements; (25) lead work; (26) database analysis &amp; evaluation; (27) developing &amp; interpreting policy &amp; strategies governing the planning &amp; delivery of IT services.</p> <p>*developed after employment</p>

POSITION NUMBER  
20006456

JOB CODE TITLE  
Database Administration Specialist 3

JOB CODE  
69953    *Apr 9/20/10* *RM*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*4/22/10*

# 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)  
SQL

SECONDARY TECHNOLOGY (IT ONLY)  
DB2

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 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am TO: 5:00 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 score-cards; 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><b>Ability to:</b> (28) prepare meaningful, accurate &amp; concise reports; (29) stay abreast of current technologies in area of IT assigned; (30); provide expert technical advice, guidance, &amp; recommendations to management &amp; other technical specialists on critical IT issues; (31) define problems, collect data, establish facts &amp; draw valid conclusions</p> <p><b>Knowledge of:</b> 1 – 16 <b>Skill for:</b> 17 – 27 <b>Ability to:</b> 28 – 31.</p>
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.	<p><b>Knowledge of:</b> 1 – 16 <b>Skill for:</b> 17 – 27 <b>Ability to:</b> 28 – 31.</p>
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.	<p><b>Knowledge of:</b> 1 – 16 <b>Skill for:</b> 17 – 27 <b>Ability to:</b> 28 – 31.</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>		

JOB CODE TITLE  
Database Administration Specialist 3

JOB CODE  
69953  
apd 4/22/10 Rfm

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/22/10