

# 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  
20006457 (41825.0)

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Database Analyst 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006455 (41823.0) Database Administrator 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24x7

Page 1 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Performs routine maintenance (e.g., back up, recovery, restoration, reorganization, image copies &amp; monitoring) on small to very large &amp; complex database systems (e.g., DB2, Oracle, SQL Server) under multiple Database Management Systems (DBMS) possibly across multiple hardware platforms (e.g., OS/390, AIX, AIX/NT/2000): responds to related issues 24 hours/day, 7 days/week, 365 days/year which requires standby, overtime or call back; may be required to carry cell phone or wear pager; develops accurate &amp; stringent documentation &amp; standards for all maintenance procedures (e.g., check list, date, time, volume serial numbers &amp; other critical information).</p>	<p>Knowledge of (1) computer science; (2) relational databases design, construction, administration, maintenance, monitoring &amp; security; (3) one or more Database Management Systems (DB2, Oracle, SQL Server)*; (4) DAS*, DB2, Oracle, SQL Server or equivalent products, standards, &amp; procedures; (5) high level programming languages (e.g., Cobol, VB, C++, JAVA) especially SQL; (6) operating systems (IBM OS/390, AIX, NT)*; (7) operating system editors &amp; scripting languages (e.g., TSO, ROSCOE, VI, PICO, JCL, REXX, CLIST, Shell scripting); (8) personal computer software &amp; hardware products; (9) database analysis &amp; design*; Skill in (10) operation of personal computer including typing &amp; EDP equipment; Ability to (11) communicate technical information to technical &amp; non-technical personnel; (12) understand technical documents pertaining to database technology &amp; concepts; (13) define problems, collect data, establish facts &amp; draw valid conclusions; (14) maintain accurate records; (15) research solutions using Internet &amp; technical materials; (16) deal with technical variables in somewhat unfamiliar context (17) respond to system issues 24X7; (18) carry cell phone or wear pager.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Database Analyst 1

JOB CODE  
64151

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory R. Mautz*

3/30/07

*April 4-6-07 CB*

# 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 20006457 (41825.0)  State Agency  County Agency  New Position  Change County of Employment Franklin

USUAL WORKING TITLE OF POSITION Database Analyst 1 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006455 (41823.0) Database Administrator 1

NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7 Page 2 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Participates as team member to assist higher-level database analysts or administrator in developing new databases (e.g., planning, data gathering, user requirements documentation, analysis, design, construction, implementation, installation, operation & maintenance): creates database object such as tablespaces, tables, indexes & views; performs database maintenance tasks (e.g., database object changes, back up & recovery) based on user requirements & with technical questions from system development & programming staff, contract staff & end-users; may be required to implement those structures & associated data across multiple environments (e.g., development, test, training & production).	Knowledge of 1, 2, 6,* 7, 8, 9* Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18
15	Assists in security & recovery of databases by developing documentation & standards for all procedures: interprets security procedures for data within databases at internal to DBMS level (e.g., definition of users & their capabilities).	Knowledge of 1, 3,* 4, 6, 7, 8, 9* Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18
20	Codes DBMS/Support tool/IBM utilities to institute system installation, maintenance & tuning: may be required to perform same functions on other hardware platforms (e.g., AIX, NT) as necessary; implements & tunes various DBMS databases (e.g., DB2 on the OS/390, Oracle & DB2 UDB); using SQL, writes & debugs database access routines for programmers & analysts.	Knowledge of 1, 3,* 4,* 6,* 7, 8, 9* Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18
5	Performs other related duties as required: attends vendor or in-house training classes (e.g., lecture, on-line, taped); reads manuals & information technology literature (e.g., vender published, periodicals, Internet) to keep up current with database management systems.  Must submit to & pass personal background check & works as essential employee.	Knowledge of 1, 2, 6,* 7, 8, 9* Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18  *developed after employment

POSITION NUMBER  
20006457 (41825.0)

JOB CODE TITLE  
Database Analyst 1

JOB CODE  
64151

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Mountz*

3/31/07

Opd 4-6-07 CB