

# 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 Server

SECONDARY TECHNOLOGY (IT ONLY)  
Database Support, Microsoft Windows, Microsoft Server

POSITION NUMBER  
20006459

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

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	<p>Conducts performance tuning and configuration; tunes DBMS systems running on a single platform; performs load testing and scalability. Issues Tier II resolution. Designs and maintains various versions of data models; participates in Change Review Board; creates ERD (entity relation diagram); conducts data normalization; writes platform specific code.</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) SQL Server; (17) Database Support; (18) Microsoft Windows; (19) Microsoft Server.</p> <p><b>Skill for:</b> (20) reading comprehension; (21) speaking; (22) service orientation; (23) troubleshooting; (24) critical thinking; (25) using data recovery tools &amp; techniques; (26) complex problem solving; (27) judgment &amp; decision making; (28) assuring quality; (29) identifying &amp; specifying business requirements; (30) lead work; (31) database analysis &amp; evaluation.</p> <p><b>Ability to:</b> (32) prepare meaningful, accurate &amp; concise reports; (33) stay abreast of current technologies in area of IT assigned; (34) provide expert technical advice, guidance, &amp; recommendations to management &amp; other technical specialists on critical IT issues; (35) define problems, collect data, establish facts &amp; draw valid conclusions.</p>

JOB TITLE  
Database Administration Specialist 2

*Apr 7/3/13 PSM*

JOB CODE  
69952

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



*8-711*

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Bargaining Unit

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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30	Performs data migrations and business process monitoring; writes platform specific code for data migrations. Monitors load balance; tunes cluster parameters for high performance; resolves problems and issues. Reporting business intelligence (warehousing); monitors and tunes data warehousing process; supports business intelligence activity; monitors and tunes business intelligence activity and performance. Designs disaster recovery plan; restores malicious deletions; archives backup and restores; implements disaster recovery plan.	<b>Knowledge of:</b> 1-19 <b>Skill for:</b> 20 - 31 <b>Ability to:</b> 32 - 35
15	Researches product enhancements and capabilities; stays current with emerging technologies and, as needed, thoroughly investigates tests, evaluates, & defines a business case for any candidates new technologies related to meeting customer requirements; stays current with new versions and patches; conducts proof of concept. Develops standards, best practices; implements documentation of installation procedures, monitoring procedures, security policies, configuration changes migration procedures, and best practices. Works closely with clients, business analysts, if available, software development staff to define and resolve information flow and content issues; helps to transform business requirements into environment specific databases; develops database strategies to support business needs.	<b>Knowledge of:</b> 1-19 <b>Skill for:</b> 20 - 31 <b>Ability to:</b> 32 - 35
15	Develops knowledge of principles, theories, practices and techniques for project planning. Answers questions and presents informal mentorship opportunities to peers and/or lower-level staff via conversation, observation or technical documentation.	<b>Knowledge of:</b> 1-19 <b>Skill for:</b> 20 - 31 <b>Ability to:</b> 32 - 35

*Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.*

\*developed after employment

POSITION NUMBER  
20006459

JOB TITLE  
Database Administration Specialist 2

JOB CODE  
69952    *add 7/31/2008*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

*7/21*