

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Computing

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Database Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006453 Database Administrator 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)

8:00 am – 5:00 pm or other non-business hours. Subject to overtime/call back 24X7

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	<p>Under general supervision leads team of lower-level database analysts in performing major aspects of database management system maintenance & modification: performs backup & recovery planning, testing, implementation, documentation & logging, file growth, distribution, fragmentation monitoring, system tuning & expansion; responds to related issues 24 hours per day, 7 days per week, 365 days per year, which requires call back within defined response time &/or overtime according to service level agreement for each customer; may be required to carry cell phone or wear pager; analyzes proposed changes to existing systems/software/databases & implementation of such; coordinates changes with management, application, database, system & customer personnel; provides technical expertise on various DBMS (i.e., Database Management System) databases; supports the SQL Server DBMS on Windows Operating System; supports DB2 on z/OS Operating System; installs/implements new releases of DBMS & supporting tools software (e.g., Red Gate, SQL Studio Management Studio,) & periodic maintenance; codes SQL Server/Support tool/IBM utilities to institute system installation, maintenance & tuning; performs independent research & testing of database related implementations & facilities (e.g., Clustering, mirroring); documents & provides results to management.</p>	<p>Knowledge of (1) computer science; (2) relational databases design, construction, administration & maintenance, security, monitoring, & tuning (e.g., DB2, SQL Server); (3) one or more Database Management Systems (DB2, SQL Server); (4) agency policies & procedures*; (5) SQL Server, DB2 or equivalent products & standards; (6) database administration supporting tools (e.g., Red Gate, SQL Server Management Studio, Platinum); (7) database connection software (e.g., SQL Server client networking); (8) high-level programming languages (e.g., Cobol, SQL, Object Oriented); (9) operating systems (e.g., IBM OS/390, Windows up to & including 2003); (10) operating system editors & scripting languages (e.g., TSO or ROSCOE or VI or PICO, JCL, REXX, CLIST, Shell scripting); (11) file structures & access methods; Skill in (12) operation of personal computer software & hardware (e.g., keyboard and EDP equipment); (13) database analysis & design specifically for SQL Server DBMS, (14) database administration – all areas (e.g., backup, recovery, maintenance, tuning, analysis design, security, interfacing with operating system, debugging);</p> <p>*developed after employment</p>

POSITION NUMBER
20006459

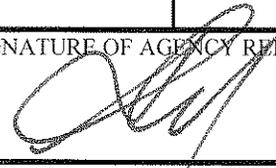
JOB CODE TITLE
Database Analyst 3

JOB CODE
64153

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/19/18

Appl 12-12-08CB

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30	<p>Resolves user problems & maintains user contact to assess needs, answer questions & provide technical expertise: provides technical assistance & consultation to customer agency/division database analysts, systems analysis staff, end users of systems & other customers as needed.</p> <p>Must submit to & pass personal background check & serves as essential employee; must perform some work during off-hours to avoid causing idle time to system users.</p>	<p>Ability to (15) communicate technical information to technical & non-technical personnel; (16) understand technical documents pertaining to database technology & concepts; (17) define problems, collect data, establish facts & draw valid conclusions; (18) solve most problems independently; (19) maintain accurate records; (20) research solutions using Internet, technical materials; (21) respond to related system issues 24X7; (22) carry cell phone or wear pager.</p> <p>Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11. Skill in 12, 13, 14, 15. Ability to 16, 17, 18, 19, 20, 21, 22, 23, 24.</p> <p><u>Position Specific Minimum Qualification</u> 24 mos. exp. in installation, configuration & technical support of SQL Server product & customer databases.</p> <p>*developed after employment</p>

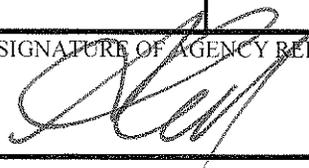
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Database Analyst 3

JOB CODE
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List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/1/08

Apd 12-12-08 CCB