

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Infrastructure Team

POSITION NUMBER
20075338

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Senior Database Architect

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073532 Information Technology Manager 2

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
20	Provides technical advice & direction to upper-level management for strategic direction of Oracle database architecture of the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application): As senior database architect, researches options available within newer versions of Oracle & makes recommendations to management regarding acquisition; assists OAKS PeopleSoft/Database Administration Manager with creating Oracle database upgrade plans for the 3-5 year period; participates in producing estimates for Oracle database components of future projects & enhancements; architects & designs enhancements to database architecture as warranted by future projects or industry trends; recommends & monitors installation of components of future Oracle PeopleSoft/PeopleTools upgrades; works closely with UNIX & storage administration at Service Delivery Division to ensure that the operating system configuration & storage architecture is optimal; works with OAKS's Chief Security Officer to confirm that database tier is compliant from an Oracle database security perspective; responds to database issues 24 hours/day, 7 days/week which may require overtime/call back; may require carrying a cell phone or wearing a pager.	Knowledge of (1) PeopleSoft application; (2) computer science; (3) systems analysis & design; (4) database administration & maintenance; (5) Oracle RDBMS; (6) DBMS security; (7) Oracle RAC; (8) Oracle database components; (9) database architecture; Skill in (10) operation of microcomputers & associated hardware, software (e.g., PeopleSoft/PeopleTools, Oracle); Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) interpret variety of technical material in books, journals & manuals; (13) deal with many variables & determine specific action (e.g., research, production); (14) prepare meaningful, concise & accurate reports; (15) use proper research methods in gathering data; (16) respond to system issues 24X7; (17) carry cell phone &/or wear pager.
25	Ensures that Oracle RAC components of the technical architecture support the business needs: administers development, testing, & production PeopleSoft databases; ensures that RAC & ASM configuration is optimal for performance & high-availability; administers non-PeopleSoft Oracle databases including databases for UC4 batch scheduling tool & Mercury ITG product; serves as Oracle database subject matter expert.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clair Overly

1-9-08

Apd 1-22-08 CB

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25	Provides status reports to technical & application team management on PeopleSoft issues: works with performance team to ensure that databases are configured properly for optimal performance; reviews log files, sets up simulations, manages cases on Oracle support web site; reaches out to other Oracle contacts to help resolve issues; creates incident reports when Oracle database issues cause outages or business impacts.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17
25	Creates & maintains standards for oracle technical support & configuration: develops & enhances optimal database management approach; ensures that standards exist & are being followed (e.g., database layout, init.ora configuration, monitoring, segment naming); ensures that database builds & refreshes are efficient & automated as much as possible; ensures that database level monitoring is centralized & consistent for production & non-production databases; ensures that backup/recovery & database statistics approach are defined & consistent; ensures that an approach is defined & followed for Oracle database bug & security patching.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, (18) evaluating Oracle init.ora configuration
5	Performs other related duties as required: attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations.	Knowledge of 1, 4, 8, 9 Skill in 10 Ability to 12, 14, 15
Works as essential employee.		

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Information Technology Consultant 3

JOB CODE
64163

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clair Overley Jr

1-9-08

Apd 1-22-08 CB