

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Infrastructure

POSITION NUMBER
20075343

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Oracle Database Administrator

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
50	<p>Leads lower-level systems analysts in analyzing & designing production databases for the Ohio Administrative Knowledge System (OAKS); administers the production PeopleSoft databases; ensures that RAC & ASM configuration is optimal for performance & high-availability; administers Oracle CRS & ASM for clustered Production & QA environments; builds & supports UNIX shell scripts within the environment; administers non-PeopleSoft Oracle databases (e.g., databases for UC4 batch scheduling tool & Mercury ITG product); serves as Oracle database subject matter expert to assist infrastructure & development teams; performs backup & recovery, applies Oracle patches, & completes database maintenance activities; performs future Oracle upgrades that may be driven by future PeopleSoft upgrades; monitors environment for Oracle alerts, warnings, & errors using Oracle Enterprise Manager (OEM) or custom scripts; assists performance team as requested to ensure performance of both online transactions & batch processes is acceptable; responds to system issues 24 hours/day, 7 days/week which may require overtime or call back; may be required to carry cell phone, pager, or other necessary electronic devices.</p>	<p>Knowledge of (1) Oracle database administration (e.g. RAC & ASM administration, backup & recovery, maintenance, configuration, upgrades, PL/SQL, performance tuning); (2) UNIX environment & shell scripts; (3) Oracle ASM & CRS; (4) advanced Oracle database development (e.g., PL/SQL, materialized views); (5) monitoring & alarming tools; (6) systems engineering, technical analysis & software development standards; Skill in (7) use of personal computer & specialized software (e.g. data & process modeling, project management); Ability to (8) mentor & train less experienced colleagues; (9) interpret user requirements & most complex technology; (10) develop & implement project plans following project management methodologies & utilizing automated project management tools; (11) prioritize tasks & meet deadlines; (12) communicate effectively, orally & in writing, on technical & non-technical matters; (13) respond to system issues 24X7, carry cell phone, pager or any other required electronic device.</p>

JOB CODE TITLE
Systems Analyst 3

JOB CODE
64123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/28/08

Appd 3-10-08 CB

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Infrastructure

POSITION NUMBER
20075343

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Oracle Database Administrator

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 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Supports non-Production Oracle databases for OAKS: completes database administration tasks for the large number of non-production development & testing environments; completes database refreshes & builds new environments as required; installs Oracle on new servers if needed; completes work requests (OMRs) that are submitted by the application development teams; completes database portion of project migrations; monitors environment for Oracle alerts, warnings, & errors; assists developers with complex SQL issues; works with performance team to ensure performance testing & performance reviews are conducted for newly built or modified programs.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13.
10	Responsible for database security: completes Oracle level security for users, roles, grants, privileges, & materialized views; ensures that Oracle security adheres to OAKS security policy; provides information to IT audit teams as requested.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13.
5	Performs other tasks as required: attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 9, 11, 12
		<p><u>Position Specific Minimum Qualification</u></p> <p>24 mos. exp. in Oracle database administration (e.g., RAC, ASM administration, backup, recovery, maintenance, configuration, upgrades, PL/SQL, performance tuning)</p>

JOB CODE TITLE
Systems Analyst 3

JOB CODE
64123

Apd 3-10-08 CB

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

2/28/08