

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS510120

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075570

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
ITC3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073407 Deputy Director 5

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 17
Page 1 of 4

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: **8:00 a.m.** TO: **5:00 p.m.**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	<p>Provides technical advice & direction to OAKS administrators regarding the installation, upgrade & configuration of Oracle CRS, RAC, and OEM GC software in compliance with the certification metrics across multiple servers on an on-going basis to proactively address issues with the vendor software; responsible for tracking the quarterly CPU/PSU patches from Oracle and implement them across all environments in coordination with the agency end users; formulates & implements technical policies in regards to the fail-proof database backup and recovery procedures using RMAN and MM; provide automated procedures to ensure successful completion of backup jobs and validation of backup sets to ensure their successful utilization during a recovery; implement routine procedures to identify and process expired and obsolete backups; track the runtime of the backup jobs and optimize them in compliance with the SLA. Implement database flashback recovery and allocate optimal disk space for the flashback logs; perform database cloning using RMAN duplicate, transportable tablespace, and data pump across various Oracle RAC clusters. Integrate the capture and restore of PeopleSoft configuration data with the database cloning process to minimize the overall cloning time.</p>	<p>Knowledge of (1) enterprise data architecture and design; (2) Oracle and other database environments (e.g., UNIX, SQL); (3) enterprise-wide data drive model and scalable architecture; (4) dimensional data modeling and data profiling for data warehouse development; (5) public relations and customer service techniques; (6) database scalability, high-availability, replication, security and data integration; (7) PeopleSoft ERP/EPM; (8) strategic planning; (9) database technologies (e.g., metadata standards, data modeling, ERD, modeling tools, ER-Win, Rational Rose); (10) metadata management, business semantics, process and data modeling.</p> <p>Skill in (11) use of Oracle as a database engine; (12) use of personal computer and associated hardware/software; (13) architecting and modeling in VLDB (terabyte) OLTP, data warehouse, OLAP and ETL systems.</p> <p>Ability to (14) identify barriers to progress and propose solutions; (15) analyze multiple proposed initiatives or solutions simultaneously; (16) meet established schedules and deadlines in an organized manner; (17) interface with all personnel and relate system capabilities to business issues; (18) engage on a matrix-basis and provide thoughtful leadership and influence in a team environment; (19) translate technical information into easily understood information; (20) manage conflict situations and effect positive resolution; (21) prepare meaningful, concise, and accurate reports;</p> <p>*Developed after employment.</p>

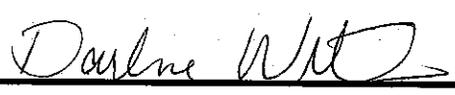
JOB TITLE
Information Technology Consultant 3

JOB CODE
64163 APD 9-20-10 *lls*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/1/10

POSITION DESCRIPTION		AGENCY/DEPT ID DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075570	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION ITC3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073407 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>22</u> PR <u>17</u> Page 2 of 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	<p>Monitor the health, availability, and performance of databases using OEM Grid Control, HP open view, and custom scripts. Configure appropriate metrics, UDMs, monitoring templates, thresholds, alerts, corrective actions, and notifications to proactively diagnose potential database issues and resolve them before they impact the applications. Ensure the uninterrupted collection of target data by the management agents across all targets and implement procedures to analyze this data to perform trend analysis and minimize alerts by adjusting the values of various parameters and thresholds; Optimize resource utilization at the cluster level by leveraging various workload management options available with Oracle RAC architecture. Configure RAC services to distribute the application workload across available instances and optimize resource utilization across all available nodes. Configure TAF policies for RAC services to leverage the failover and connection load balancing capabilities; Maintain application performance at its peak level by capturing the wait events and resource intensive SQL statements from AWR and ASH reports. Perform root cause analysis on</p>	<p>(22) prepare and present information to diverse groups; (23) implement strategic plans; (24) integrate design systems of record into conformed dimensions and fact tables; (25) lead a team of technical personnel; (26) communicate orally and in writing with diverse groups; (27) identify and initiate documentation; (28) work from an organizational perspective; (29) work independently and as a contributing, collaborative team member; (30) partner with clients and staff in developing/maintaining long-term supportive relationships; (31) organize time effectively, determine priorities, and move work forward; (32) assess effectiveness of processes and procedures and recommend improvements.</p> <p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Skill in 11 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32</p>

JOB CODE **64163** *APD 9-20-00 WS* JOB TITLE **Information Technology Consultant 3**

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	<i>Donna White</i>	9/1/10

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS510120

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075570

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
ITC3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073407 Deputy Director 5

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit **22**
PR **17**
Page 3 of 4

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: **8:00 a.m.** TO: **5:00 p.m.**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	<p>these items and implement appropriate measures to optimize them. Gather trace information by setting events like 10046, 10704, etc and process the trace files with tkprof utility to analyze the wait events and the resource intensive SQL statements. Apply various SQL tuning techniques, data volume and distribution analysis, indexing options, join validations, pre summarization and aggregation of data, set-based processing, Top-N SQL, query rewrite, etc, to optimize such SQL statements. Investigate the occurrences of bind peeking in the database environments and resolve them by implementing SQL outlines and profiles. Capture AWR baselines at various stages of batch and online processing and compare them to identify the root cause behind the performance difference between a normal system response and a slower one.</p> <p>Design and implement materialized views by consolidating operational data from various data sources and organize them to a state which would help the data warehouse queries by avoiding resource intensive operations like summarization, aggregation, complex joins, etc. Leverage the power of DBMS_MVIEW package to assess the possibility of fast refresh of materialized views (MVs), tune the MVs, and validate the execution plans to ensure the implementation of query rewrite. Apply data compression techniques as appropriate to conserve space and optimize database performance; Design and implement disaster recovery environment using Oracle Data Guard, Data Guard Broker, and physical and logical standby databases. Monitor the archive log gaps in the standby environments and resolve them in compliance with the SLA; Perform load testing of database by creating and executing various testing scenarios representing the real life behavior of the PeopleSoft applications with high volume of data and transactions. Generate performance test reports isolating the resource intensive transactions. Analyze these statements in coordination with the functional team and recommend/implement appropriate tuning techniques to optimize the resource utilization and project realistic estimate of resource requirements in compliance with the SLA; Perform capacity planning for disk</p>	<p>Knowledge of 1, 4, 5, 7, 8, 9, 10 Skill in 12 Ability to 16, 17, 19, 21, 22, 26, 28, 30, 31.</p>

JOB TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
Darlene W...

DATE
9/1/10

POSITION DESCRIPTION		AGENCY/DEPT ID DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS Security & Privacy	COUNTY OF EMPLOYMENT Franklin

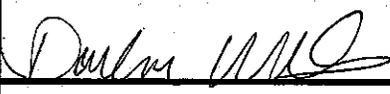
POSITION NUMBER
20075570

<input checked="" type="checkbox"/> Reclassification	<input type="checkbox"/> New Position	<input type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
USUAL WORKING TITLE OF POSITION ITC3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073407 Deputy Director 5	
<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit <u>22</u>
<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	PR <u>17</u>
<input type="checkbox"/> Intermittent			Page 4 of 4
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB TITLE
Information Technology Consultant 3

JOB CODE
64163
APD 9-20-10 902

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
5	<p>space used in databases by tracking the space growth every month, exploring opportunities to archive and purge historical data and plan for additional storage in advance to host the growing data; Design and implement partitioning of growing periodical data by adopting appropriate partitioning options available and construct automated procedures to maintain these partitions at regular intervals. Utilize available options to minimize downtime while performing partition maintenance activities; Develop automated procedures to perform mundane database maintenance tasks like statistics gathering, table shrinking, temp space utilization, index rebuilding, and special cases of statistics gathering using various combination of the METHOD_OPT option of the DBMS_STATS package.</p> <p>Performs other related duties as assigned: works on special requests; attends meetings and conferences; serves on committees, attends seminars and classes to stay abreast of technological developments.</p>	<p>Knowledge of 1, 4, 5, 7, 8, 9, 10 Skill in 12 Ability to 16, 17, 19, 21, 22, 26, 28, 30, 31.</p> <p>Position Specific Minimum Qualifications: 36 mos. exp. using database technologies (e.g., metadata standards, data modeling, ERD, modeling tools, ERWin, Rational Rose); 24 mos. exp. in Oracle Database Administration (e.g., installing, configuring, performance tuning ORACLE DB v10g RAC) 36 mos. exp. with enterprise data architecture and design (e.g., data integration, data warehouse, business intelligence); 24 mos. exp. with PeopleSoft ERP</p>

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/1/10
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