100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing

POSITION CONTROL NUMBER
41820.0

CLASS TITLE
Database Administrator 3

CLASS NUMBER
64158

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Database Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41800.0 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. Subject to call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Under administrative direction of Service Delivery Division (SDD), Enterprise Computing Administrator, plans, administers & coordinates mainframe relational database management systems (DMBS) (e.g., DB2 on OS/390 or Z/OS) & open systems (e.g., Oracle on UNIX &/or Microsoft SQL Server on Windows) to support multiple state agencies & divisions: approves database designs & logical/physical locations of database records; estimates time, costs, personnel & other resource requirements for new database applications, maintenance of current systems, major & minor enhancements to current systems; assigns personnel, allocates resources, provides guidance & direction, & tracks project progress; promotes the concept of enterprise solutions & management; reviews & interprets system documentation & test results to determine appropriate course of action; assists in establishing program area goals & objectives & associated performance measures by which to measure compliance; determines staffing requirements for the unit; provides effective leadership, promoting a team atmosphere with subordinates, peers, management & customers; assign work & prioritize assignments related to projects undertaken by unit; supervises IT professionals responsible for performing database & systems analysis across multiple platforms, performance monitoring, & tuning; establishes specific goals for each subordinate, evaluates employee performance & establishes measures by which performance can be measured; provides training for staff concerning both technical & personnel issues; develops training curriculum for individual employees facilitating staff development & education in developing technologies; provides technical assistance to staff in resolving complex issues; establishes, & ensures compliance with previously established, policies, procedures & standards; develops & reports on performance indicators reflective of the state of their service offering; develops & maintains processes to assure adequate backup & recovery procedures for databases; plans & participates in testing these procedures on a regular basis; provides 24 x 7 support for all unit services; evaluates industry trends & new technologies & proposes long range plans for enhancements to DBMS platforms; evaluates customer agency strategic IT plans & determines support requirements; reviews new computer system designs for potential database applications; participates with areas within	Knowledge of (1) management for multi-million dollar budgets & projects; (2) management; (3) workforce planning; (4) employee training & development; (5) supervision; (6) human relations; (7) computer science or related field; (8) relational database theory & implementation; (9) DB2, Oracle, or other high-level programming language; (10) IBM, Unix & Windows/NT operating system usage software, operating systems & procedures; (11) computer systems analysis & design; (12) planning, administering & coordinating mainframe database management systems (e.g., DB2 on OS/390 or Z/OS); (13) planning, administering & coordinating open systems (e.g., Oracle on UNIX &/or Microsoft SQL Server on Windows); Skill in (14) operation of microcomputers & peripheral equipment; Ability to (15) define problems, collect data, establish facts & draw valid conclusions; (16) interpret a variety of instructions in written, oral, picture, or schedule form; (17) interpret extensive variety of technical material in books, journals, manuals & audiovisual form; (18) deal with non-verbal symbols in formulas, equations or graphs; (19) deal with many variables & determine specific action; (20) originate instructions & specifications concerning proper use of computer hardware & software; (21) prepare meaningful, concise & accurate reports; (22) cooperate with co-workers & others on group projects; (23) communicate verbally on technical & non technical matters; (24) establish friendly atmosphere as supervisor of unit.

List Position Numbers and Class Titles of Positions Directly Supervised:

41821.0 Database Administrator 1
41823.0 Database Administrator 1

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Mounts

DATE: 2/15/06

Appd 2-24-06 CB

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41800.0 Data Systems Administrator

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	Office of Information Technology (OIT) & other agencies to coordinate efficient use of resources (e.g., DBA support, security requirements, database sizes, application development strategy & application design coding tools, query tools, levels of database distribution, disaster recovery) to facilitate resolution of complex technical problems; researches cost & considers available funding in determining successful systems designs; recommends software & hardware for acquisition; participates in preparation of unit budget & rate setting; prepares Service Business Plans for new or modified services; prepares Service Rate Models including the development of individual service rates; monitors unit expenditures & revenues monthly; ensures effective fiscal controls for the unit; manages multi-million dollar budgets & projects; participates in the negotiation of contracts & purchases related to the unit.	
45	Responsible for both administrative & technical support of multiple copies of various DBMS's (e.g., DB2, Oracle, SQL) & supporting software & tools; plans, implements, installs, & maintains new releases of DBMS's, supporting product software & customer application packages; provides technical consultation to lower-level analysts & customers; confers with DBMS vendors to resolve problems; establishes & maintains contact with areas within OIT & with other state agencies in determining customer requirements for additional services & in providing enhancements & support for existing systems; promotes a customer centric service delivery; works with vendors in acquiring product information and services to support new and existing computer systems; provides training to users regarding new systems and advances in technology; develops technical specifications for inclusion in Service Level Agreements (SLA) between unit & customers; attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations.	Knowledge of 1, 2, 6, 7, 8, 9, 10, 11, 12, 13; Skill in 14; Ability to 15, 16, 17, 18, 19, 20, 21, 22, 23

List Position Numbers and Class Titles of Positions Directly Supervised:

41821.0 Database Administrator 1
41823.0 Database Administrator 1

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Mounts

DATE: 2/15/06

Appd 2-24-06 CB

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41800.0 Data Systems Administrator

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	Must submit to & pass personal background check & is overtime exempt.	Position Specific Minimum Qualifications 9 mos. planning, administering & coordinating mainframe database management systems (e.g., DB2 on OS/390 or Z/OS); 9 mos. exp. planning, administering & coordinating open systems (e.g., Oracle on UNIX &/or Microsoft SQL Server on Windows); 9 mos. exp. managing multi-million dollar budgets & projects.

List Position Numbers and Class Titles of Positions Directly Supervised:

41821.0, Database Administrator 1
41823.0, Database Administrator 1

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L. Mounts

DATE: 2/15/06

Upd 2-24-06 CB