

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Ohio Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Database Analyst 5

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41820.0 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 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>As project leader & technical specialist, under general direction independently administers & coordinates all aspects (e.g., planning, analysis, design, construction, implementation, installation, operation, administration & maintenance) of small to very large & complex databases under multiple Database Management Systems (DBMS) across multiple hardware platforms (e.g., z/OS, AIX, Windows/NT/2000/2003) with responsibilities over all aspects of the DBMS itself [e.g., maintenance, upgrade, design, implementation, debugging, security, tuning (instance & SQL level), backup & recovery]: 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; primarily supports Oracle implemented on AIX operating system (e.g., installation, fallback & reinstall of new releases of Oracle Server & Client software); utilizes knowledge of various connection methods to access Oracle databased (e.g., OLDDDB, ODBC, .NET); responsible for implementation of Oracle Management System (OMS) & monitoring of production Oracle databases via that product; acquires various Oracle patchsets via Metalink; analyzes impact on our customers, & installs patchsets causing minimal customer downtime.</p>	<p>Knowledge of (1) computer science; (2) relational database (e.g., DB2, Oracle, SQL Server) design, construction, administration, maintenance, monitoring, tuning & security; (3) installation & technical support of DB2 on OS/390 or Z/OS, its supporting toolsets on OS/390 or Z/OS (e.g., Platinum DBA Suite, Landmark Monitor for DB2) & customer databases; (4) installation, configuration & technical support of SQL Server product & customer databases; (5) installation, configuration & technical support of Oracle RDBMS product, Clients, customer databases & RDBMS supporting toolsets (e.g., OEM, DBA Studio); (6) DB2, Oracle, SQL Server or equivalent standards & procedures; (7) database connection software (e.g., Client Application Enabler, DB2 Connect, SQL*Net); (8) high-level computer programming languages (e.g., Cobol, Java); (9) operating systems (e.g., IBM z/OS-mainframe, AIX, Windows/NT/2000/2003) & interface/impact of DBMS on them; (10) operating system editors & scripting languages (e.g., TSO, ROSCOE, VI, PICO, JCL, Shell scripting); (11) design, use, implementation & tuning of file structures; (12) three or more Database Management Systems (e.g., DB2, Oracle, SQL Server), all areas (e.g., backup, recovery, maintenance, tuning, design, security, interfacing with operating system, debugging, upgrading, interface to OS/other security schemes); (13) advanced SQL performance & tuning;</p>

POSITION CONTROL NUMBER
41822.0

CLASS TITLE
Database Analyst 5

CLASS NUMBER
64155

App 10/5/06 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L Mountz

9/15/06

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Serves as technical lead in support of SQL Server & DB2: installs SQL Server client & server products; analyzes & installs SQL Server options (e.g., Replication, Full-text indexing, clustering, mirroring); oversees, installs, maintains, & uses various DB2 support tools (e.g., Platinum DBA suite, ASG TMON for DB2, others); assists in maintenance & support of DB2 Connect environment on AIX for customer access to DB2 data; processes changes as requested by customers, either manually or via running of scripts provided by customers; addresses ad-hoc requests on all subjects related to customer databases & application/customer use of it; monitors & logs backups & other standard database maintenance processes.	(14) database administration supporting tools (e.g., Platinum, TMON, Omegamon, SQLPlus, Insight, TOAD). Skill in (15) operation of personal computer & associated software. Ability to (16) communicate technical & non-technical material; (17) understand technical documents pertaining to database technology & concepts; (18) define problems, collect data, establish facts & draw valid conclusions; (19) maintain accurate records; (20) research solutions using Internet & technical materials; (21) project management (e.g. work breakdown, task assignment, task monitoring, setting milestones, reporting to progress to management); (22) respond 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. Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14 Skill in 15 Ability to 16, 17, 18, 19, 20, 21, 22

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30	Develops & administers databases to meet customer agencies needs: leads team in planning, analysis, design, construction, implementation, testing (e.g., reviews application test results to ensure accuracy & tuning of new database designs by using variety of monitoring tools such as Omegamon & TMON), debugging, programming, security, SQL access, backup & recovery; utilizes courteous manner to maintain user contacts; analyzes database designs & modification requests; coordinates modifications with customers, systems programming staff, management & other DBA's	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14. Skill in 15. Ability to 16, 17, 18, 19, 20, 21, 22.
10	Performs other duties as required: performs DBMS specific work (e.g., produces, upgrades & modifies plans with milestones, reliable estimates of due dates, resource requirements, & technical specifications for work to be done by others); may lead on such projects (e.g., assigns tasks, monitors, trains & directs senior database analysts, programmers, systems analysts & contract staff, reports project status to management). 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.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14. Skill in 15. Ability to 16, 17, 18, 19, 20, 21, 22. <u>Position Specific Minimum Qualifications</u> 24 mos. exp. in installation & technical support of Oracle on UNIX & its supporting toolsets (e.g., OEM, DBA studio). 24 mos. exp. in installation, configuration & technical support of customer databases (e.g., SQL Server product or DB2 on z/OS product).

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9/15/06

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