

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
41827.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Database Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41821.0 Database Administrator 1

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Acts as key worker in the Office of Information Technology (OIT), Service Delivery Division (SDD) database group providing support for production Open Systems (OS) & mainframe database installation, maintenance & modification [e.g., Oracle Database Management System (DBMS) on AIX/NT/2000, DB2 on Z/OS & SQL Servers on Windows] or equivalent: responds to related issues 24 hours/day, 7 days/week, 365 days/year, which requires call back, overtime, standby or on-call; performs backup & recovery planning, testing, implementation & logging of databases; implements performance monitoring for SQL Server DBMS, both stand alone & in relation to the platform OS & the client connection method & software using many different monitors & toolsets (e.g., concepts of NetIQ or equivalent); installs new releases of DBMS & supporting toolsets; monitors & tunes DBMS file space usage & internal fragmentation; codes DBMS support tools, OS utilities & SQL; debugs &/or troubleshoots SQL & other performance problems in the DBMS or client connectivity; implements small to medium size databases; analyzes proposed changes to existing databases & applications; implements changes & coordinates changes with programming & end user teams; enforces change migration procedures.</p>	<p>Knowledge of (1) computer science; (2) relational databases design, construction, administration & maintenance, security, monitoring, tuning (e.g., DB2, Oracle, SQL Server); (3) one or more Database Management Systems (e.g., DB2, Oracle, SQL Server); (4) DB2, Oracle or equivalent products, standards & procedures; (5) database administration supporting tools (e.g., Platinum, QMF, TMON, BMC); (6) database connection software (e.g., Client Application Enabler, DB2 Connect, Net8); (7) high level programming languages (e.g., Cobol, JAVA, Object Oriented, SQL); (8) operating systems (e.g., IBM OS/390, AIX, NT); (9) operating system editors & scripting languages (e.g., TSO or ROSCOE or VI or PICO, JCL, REXX, CLIST, Shell scripting); (10) file structures & access methods; (11) installation, configuration & technical support of SQL server product & customer databases. Skill in (12) operation of a PC including typing & EDP equipment. Ability to (13) communicate technical information to technical & non-technical personnel; (14) understand technical documents pertaining to database technology & concepts; (15) define problems, collect data, establish facts & draw valid conclusions; (16) solve most problems independently; (17) research solutions using Internet, technical materials. (18) respond to related issues 24 hours/day, 7 days/week, 365 days/year.</p>

CLASS TITLE
Database Analyst 2

CLASS NUMBER
64152

Apd 6-28-05 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

6-23-05

