

# 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  
41829.0

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Database Analyst 3

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 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	<p>Under general supervision leads team of lower-level database analysts in performing major aspects of database management system maintenance &amp; modification: performs backup &amp; recovery planning, testing, implementation, documentation &amp; logging, file growth, distribution, fragmentation monitoring, system tuning &amp; expansion; responds to related issues 24 hours per day, 7 days per week, 365 days per year, which requires call back within defined response time &amp;/or overtime according to service level agreement for each customer; analyzes proposed changes to existing systems/software/databases &amp; implementation of such; coordinates changes with management, application, database, system &amp; customer personnel; provides technical expertise on various DBMS (i.e., Database Management System) databases; supports the SQL Server DBMS on Windows Operating System; supports DB2 on z/OS Operating System; installs/implements new releases of DBMS &amp; supporting tools software (e.g., Red Gate, SQL Studio Management Studio,) &amp; periodic maintenance; codes SQL Server/Support tool/IBM utilities to institute system installation, maintenance &amp; tuning; performs independent research &amp; testing of database related implementations &amp; facilities (e.g., Clustering, mirroring);; documents &amp; provides results to management.</p>	<p>Knowledge of (1) computer science; (2) relational databases design, construction, administration &amp; maintenance, security, monitoring, &amp; tuning (e.g., DB2, Oracle, SQL Server); (3) one or more Database Management Systems (DB2, Oracle, SQL Server); (4) agency policies &amp; procedures*; (5) SQL Server, DB2 or equivalent products &amp; standards; (6) database administration supporting tools (e.g., Red Gate, SQL Server Management Studio, Platinum); (7) database connection software (e.g., SQL Server client networking); (8) high-level programming languages (e.g., Cobol, SQL, Object Oriented); (9) operating systems (e.g., IBM OS/390, Windows up to &amp; including 2003); (10) operating system editors &amp; scripting languages (e.g., TSO or ROSCOE or VI or PICO, JCL, REXX, CLIST, Shell scripting); (11) file structures &amp; access methods; Skill in (12) operation of personal computer software &amp; hardware (e.g., keyboard and EDP equipment); (13) database analysis &amp; design specifically for SQL Server DBMS, (14) database administration – all areas (e.g., backup, recovery, maintenance, tuning, analysis design, security, interfacing with operating system, debugging);</p> <p>*developed after employment</p>

CLASS TITLE  
Database Analyst 3

CLASS NUMBER  
64153

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L Mounts*

9/5/06

App'd 10/4/06 CB

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30	<p>Resolves user problems &amp; maintains user contact to assess needs, answer questions &amp; provide technical expertise: provides technical assistance &amp; consultation to customer agency/division database analysts, systems analysis staff, end users of systems &amp; other customers as needed.</p> <p>Must submit to &amp; pass personal background check &amp; serves as essential employee; must perform some work during off-hours to avoid causing idle time to system users.</p>	<p>Ability to (15) communicate technical information to technical &amp; non-technical personnel; (16) understand technical documents pertaining to database technology &amp; concepts; (17) define problems, collect data, establish facts &amp; draw valid conclusions; (18) solve most problems independently; (19) maintain accurate records; (20) research solutions using Internet, technical materials; (21) respond to related issues 24-hours per day, 7 days per week, 365 days per year which requires call back within defined response time &amp;/or overtime according to service level agreement for each customer.</p> <p>Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11. Skill in 12, 13, 14, 15. Ability to 16, 17, 18, 19, 20, 21, 22, 23, 24.</p> <p><u>Position Specific Minimum Qualification</u> 24 mos. exp. in installation, configuration &amp; technical support of SQL Server product &amp; customer databases.</p> <p>*developed after employment</p>

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DATE

*Gregory L Mountz*

9/5/06

POSITION CONTROL NUMBER  
41829.0

CLASS TITLE  
Database Analyst 3

CLASS NUMBER  
64153

*April 10/4/06 CB*