100-500U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
DAS

UNIT OR OFFICE
Office of Collective Bargaining

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Database Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006573 (50400.0) Admin Staff (Mgr/Finance & Administration)

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

POSITION NUMBER
20006577 (50406.0)

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Develops & implements databases for office staff use (e.g., recommends database management software, provides direction for staff use, develops programs, coordinates all aspects of database development, tests & evaluates programs for quality, accuracy & ease of use): administers office databases (e.g., manages Grievance Tracking database, ensures backup, recovery, maintenance, tuning, analysis, security, debugging & interfacing with operating systems, modifies existing database applications to interact with new databases, prepares computer generated or written reports, coordinates all activities of database development); participates with Management Information Systems staff on all projects.	Knowledge of (1) computer science relational database design, construction, administration, maintenance security, monitoring, tuning: (2) high level programming languages (e.g.,Cobol, SQL); (3) database management systems (e.g., DB 2*, Oracle, SQL server); (4) database administration support tools (e.g., Platinum); (5) database connection software (e.g., Client Application Enabler, DB2 connect*); (6) agency policy and procedure*; Skill in (7) operation of personal computer & associated hardware/software (e.g., Microsoft Office, printer, scanner); Ability to (8) interpret variety of technical material (e.g., database manuals, software instructions); (9) prepare concise & accurate reports; Ability to (10) work alone on some tasks & cooperate with co-workers on other tasks.
25	Provides technical expertise and support to staff with workstation issues (e.g., resolves user problems, communicates technical information to non-technical personnel, installs, implements & maintains new releases of software, develops Microsoft Office solutions for staff efficiency).	Knowledge of 1, 2*, 3, 4, 5*, 6*, Skill in 7, 8, (11) use of Microsoft Office Windows, Visual Basic, Dreamweaver, MS Outlook*; Ability to 10
	Position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Steven J. Loeffler, Deputy Director

DATE 4/4/07

AD 5-7-07 (VIA)