

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Computing

POSITION NUMBER  
20006456 (41824.0)

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  
20006455 (41823.0) Database Administrator 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24x7

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>As a project leader &amp; technical specialist, administers &amp; coordinates all aspects of (e.g., planning, analysis, design, construction, implementation installation, operation, administration &amp; maintenance) small to very large &amp; complex data base systems (e.g., DB2, Oracle) under multiple Data Base Management Systems (DBMS), possibly across multiple hardware platforms (e.g., OS/390, AIX, AIX/NT/2000) with responsibilities over all aspects of DBMS (i.e., maintenance, upgrade, design, implement, recommend new software design). Reviews application test results to ensure the accuracy &amp; tuning of new database designs by using variety of monitoring tools (e.g., Omegamon, TMON). Functions as team leader (i.e., team may be comprised of lower-level database analysts, programmer &amp; system analysts &amp; contract staff) to assign tasks, monitor, train &amp; direct staff in functions related to development &amp; administration of databases; responds to system issues 24 hours/day, 7 days/week which requires standby, overtime or call back; may be required to carry cell phone or wear pager.</p>	<p>Knowledge of (1) computer science; (2) relational databases design, construction, administration, maintenance, monitoring, tuning &amp; security (e.g., DB2, Oracle, SQL Server); (3) one 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 scheme's); (4) DAS*, DB2, Oracle, SQL Server or equivalent products standards &amp; procedures; (5) database administration supporting tools (e.g., Platinum, QMF, TMON, Omegamon, SQLPlus, Insight, TOAD); (6) database connection software (e.g., Client Application Enabler, DB2 Connect, datajoiner, Oracle links, Net8); (7) high level programming languages (e.g., Cobol, Java, SQL - in depth knowledge including performance &amp; tuning ramifications); (8) operating systems (e.g., IBM OS/390, AIX, NT) &amp; the interface/impact of DBMS on them; (9) operating systems editors &amp; scripting languages (e.g., TSO or ROS-COE or VI or PICO, JCL, REXX, CLIST, Shell scripting); (10) in depth knowledge of file structures, access methods - their design, use, implementation &amp; tuning; (11) database analysis, design, implementation, tuning, all areas; (12) lead work (e.g., assigning tasks, training lower level employees); (13) user communication &amp; relations;</p> <p>*developed after employment</p>

JOB CODE TITLE  
Database Analyst 5

JOB CODE  
64155

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L Mountz*

3/30/07

Apd 4-6-07 CB

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
		Skill in (14) operation of personal computer software & hardware products (e.g., EDP equipment); Ability to (15) communicate technical information to technical & non-technical personnel; (16) apply database administration; (17) understand technical documents pertaining to database technology & concepts; (18) independently define problems, collect data, establish facts & draw valid conclusions; (19) maintain accurate records; (20) research solutions using Internet, technical materials; (21) respond to systems issues 24X7; (22) carry cell phone or wear pager.
30	Plans, implements, installs & maintains new releases of database supporting software (e.g., Platinum, QMF) & customer application package software: as an expert, provides directions & training in use of such products; establishes & documents procedures.	Knowledge of 1, 3, 5, 6, 8, 9, 10, 11, 12, 13. Skill in 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22
30	Responds to customers database technical needs in a swift, professional & courteous manners & maintains user contact (i.e., provide guidance, technical advice, problem solution). Assists customer Database Administrators in all aspects of application database development related functions (e.g., planning, analysis, design, construction, implementation, testing, debugging, programming, security, SQL access, back up & recovery).	Knowledge of 1, 3, 5, 6, 8, 9, 10, 11, 12, 13. Skill in 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22.
	Must submit to & pass a personal background check & works as essential employee.	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised: \_\_\_\_\_  
 SIGNATURE OF AGENCY REPRESENTATIVE: *Gregory L. Noury*  
 DATE: 3/30/07

POSITION NUMBER  
20006456 (41824.0)

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Database Analyst 5

JOB CODE  
64155

Upd 4-6-07 CB