

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Unified Network - MARCS

POSITION NUMBER
20006366 (41622.0)

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
20006361 (41611.0) Data Systems Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:00 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
65	<p>Under general direction, utilizes knowledge of computer science & database management systems to act as project leader by planning, administering & coordinating all aspects of & activities related to design, implementation & operation of Multi-Agency Radio Communications System (MARCS) databases (e.g., Oracle, MS SQL): recommends new database management software; tests & reviews application test results & acts as project leader over technologists in ongoing implementation & development of database management systems;</p> <p>provides solutions to database problems; installs, configures, manages, optimizes, tunes, & creates equipment specifications, & maintains complex database management software (e.g., Microsoft SQL & Oracle) across multiple operating system platforms (e.g., Unix, Solaris, Microsoft, Tandem, HP, Motorola); designs, plans, maintains, optimizes, tunes, diagnoses, troubleshoots, & manages perform backup & resolves database problems; implements the installation of database management configurations & software through the use of query management languages & physical/logical/normalization design tools; professionally interacts with contractors; manages, architects, implements, & plans new database solutions; provides customer service & support for MARCS database management systems; responds to system problems & outages 24 hours/day, 7 days/week which may require overtime, call back or standby; may be required to carry cell phone or wear pager.</p>	<p>Knowledge of (1) computer science or data processing; (2) client server application processing; (3) database design, recovery, backup, tuning, & monitoring; (4) data normalization process; (5) project management techniques; (6) software (e.g., Oracle RDMS Designer/Developer, Microsoft SQL, Physical/Logical Data Modeling; (7) SQL Query Management Languages (e.g., PL/SQL & SQL); (8) HP Openview; (9) hardware (e.g., Sun Sparc, Enterprise Solaris Server, IBM RS6000; (10) Motorola 800 MHz Digital Trunked Data/Voice Software & Hardware Components (e.g., WNG/RNC); (11) Compaq Tandem Himalaya; (12) networks (e.g., TCP/IP, SMTP, VPN, IPSEC, VLAN, WAN, Access List, NAT/PAT, IP Translation; (13) Operating Systems (e.g., Microsoft Active Directory/NT 4.0, Solaris, IBM AIX, H); (14) configuration management (e.g., define problems, acquire traces, update, configure, deduce solutions & implement fixes).</p> <p>Skill in (15) installation of hardware, software, networks & operating systems; Ability to (16) deal with large numbers of variables & determine specific course of action; (17) interpret variety of complex technical material; (18) communicate verbally & in writing on technical & non-technical matters; (19) move hands/fingers easily to operate computer terminal; (20) respond to system problems & outages on 24X7 basis.</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. Marentz

1/31/07

Apd 2-5-07 CB

