IT BROADBAND CLASSIFICATION: DATABASE ADMINISTRATOR

JOB TITLES: DATABASE ADMINISTRATOR, DATABASE TECHNICAL LEAD, DATABASE TEAM LEAD

PAY GRADE(s): 71 or 72

CLASS FUNCTION:
The majority of duties performed in this IT Broadband class include integrating systems, creating, modifying or developing databases to include set-up and monitor tables, indexes, views, triggers, table spaces, fragmentation issues, monitoring processes, referential integrity, security, performance tuning and sizing. Positions in this IT Broadband class typically are not involved in maintaining system software or providing hardware support as a majority function.

Positions in this IT Broadband class may reside in a central computing department, individual administrative departments or college units.

Within this IT Broadband class a full continuum of position complexity and competency from entry level to expert is represented. Within this IT Broadband class there will be positions of varying levels of technical complexity based on departmental needs. Positions may also function as working supervisors with a full range to permanent supervisory responsibilities or may act as team, technical, or project leads. Positions may direct or supervise positions in this class or in other classes.

TYPICAL DUTIES:
The following are typical activities of positions on the Database Administrator IT Broadband class. Actual functions performed will differ from position to position and will be determined by specific work assignment. A position in this IT Broadband class has the majority of its ongoing work assignments in one or more of the following functions:

Typical Database Administrator (Pay Grade 71) functions: Structure and implement basic (simple to moderate complexity) databases to optimize data access and security. Design database systems and programs which include access methods, access time, file structure, device allocation, validation checks, and statistical methods. Work with user community to understand data access and integration needs. Ensure the integration of systems through the database structure. Monitor database standards and procedures, systems usage and performance. Troubleshoot and resolve database problems. Develop and administer disaster recovery plans. Ensure data and its sources are accurate and easily accessible to the user community. Monitor, analyze, and verify data to ensure data integrity; develop assigned databases to support specific applications. Maintain the database archives by acquiring and installing data sets and documentation. Assist in data transfers or sharing of files. Develop policies and procedures to access or interact with remote resources. Conducts file maintenance, set-up and monitor tables, indexes, views, triggers, table spaces, fragmentation issues, monitoring processes, referential integrity, security, performance tuning and sizing. Position may also develop specifications and requirements for the optimal integration of systems which may include applications, databases, networks, and related systems. Completes database upgrades and patch maintenance.

Develop system backup and archival methodology. Maintain data security and integrity by developing system access standards and procedures. Work with users to understand their security needs and evaluate level of security required. Conduct virus avoidance procedures. Design data storage capacity to provide for efficient and timely response and operating time. Calculate data storage media and cost alternatives. Specify sources and methods of data storage. Plan for efficient allocation of system storage capacity.

Typical Database Administrator (Pay Grade 72) functions: as above, however, degree of complexity is moderate to complicated and across multi-functional core systems for the university or large university unit or department.

Typical Database Technical or Team Lead (Pay Grade 72) functions:
Technical Leads in this series function as expert resource with system specific needs which may include databases, system requirements, networks and related systems. Individuals may have 20% of their effort in research or teaching in a college unit.

Team Leads in this series function as first-line supervisors, lead projects and/or people, and contribute to staff yearly evaluations. Individuals may have 20% of their effort in research or teaching in a college unit.

QUALIFICATIONS GUIDE:

Pay Grade 71 Minimum Qualifications for the Database Administrator: Bachelor’s degree in Computer Science, Information Technology, Computer Engineering or related degree and two (2) years of experience; or an Associate’s degree with six (6) years of related experience and progressively more experience.

Pay Grade 72 Minimum Qualifications for the Database Administrator: Master’s degree in Computer Science, Information Technology, Computer Engineering or related degree and two (2) years of experience; or a Bachelor’s degree in Computer Science, Information Technology, Computer Engineering or related degree with five (5) years of experience. Individuals in Pay Grade 72 may also be team or technical lead and may have 20% of their effort in research or teaching in a college unit.

Individuals in this IT Broadband class will typically possess knowledge and/or applied skills and abilities in systems development and analysis; systems integration including operating systems, applications, networks and databases, as well as knowledge of distributed systems and client-server technologies; formal data structure design, relational database design, and file structure; applications software; operating systems and utilities; communication interfaces; interactive debugging and testing; and identifying and resolving software/hardware interface problems. Depending on departmental needs and the specific work assignment, a working knowledge of specific industry standard applications programming languages and report/screen generators, advanced knowledge of systems analysis and design, and/or supervisory or significant project management experience may be required.

Specific qualifications including knowledge, skills, abilities, required programming language(s) and education will differ from position to position as work assignments vary.

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