

CLASSIFICATION ADDENDUM

Job Title: Database Administrator

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Database Administrator performs a variety of duties to ensure the operation, integrity and security of core data systems; develops, implements, maintains and monitors SQL Server and database operations; installs and configures relational database management systems and reporting tools; creates and maintains databases; assists application developers and users; configures and audits security; provides project management and data analysis support, coordination, and troubleshooting for software implementation and maintenance. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of computer and information science with experience that includes database administration, programming, systems analysis and design.

Licensing Requirements:

- N/A

Knowledge:

- Principles, methods, practices and techniques of relational database management systems and concepts;
- Microsoft SQL Server and database administration;
- System maintenance and security including disaster recovery procedures;
- Computer programming using a variety of languages;
- Data modeling techniques;
- Software testing methods, tools, techniques;
- Advanced troubleshooting procedures.

Skills: *(Demonstrated skill in performing the following)*

- Configuring data access tools;
- Designing, installing and maintaining database systems;
- Troubleshooting complex database problems;
- Implementing data transition between databases;
- Writing and managing software implementation contracts; writing technical documentation, procedures, reports.

Essential Characteristics and Duties Addendum

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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