

Database Administration

Job Code	Job Title	Pay Grade
1610P2	Database Administrator I	29
1611P2	Database Administrator II	31
1612P2	Database Administrator III	33
1613P2	Database Administration Supervisor	35

CONCEPT:

Coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. May plan, coordinate, and implement security measures to safeguard computer databases.

TASKS

- Develop standards and guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Modify existing databases and database management systems or direct programmers and analysts to make changes.
- Test programs or databases, correct errors and make necessary modifications.
- Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.
- Approve, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems, such as the installation of new databases.
- Train users and answer questions.
- Establish and calculate optimum values for database parameters, using manuals and calculator.
- Specify users and user access levels for each segment of database.
- Develop data model describing data elements and how they are used, following procedures and using pen, template or computer software.
- Develop methods for integrating different products so they work properly together, such as customizing commercial databases to fit specific needs.
- Review procedures for making changes in database management systems manuals.
- Review project requests describing database user needs to estimate time and cost required to accomplish project.
- Select and enter codes to monitor database performance and to create production databases.

LEVELS OF WORK

Database Administrator I: This is routine technical work assisting in design, implementation and maintenance of databases. Assists in the maintenance of database dictionaries as well as designing, coding, testing and debugging of database programs. Work is of a standardized nature that may involve a variety of duties. Analytical thought becomes more important due to increased data and changing situations.

Minimum Requirements: Successful completion of 12 hours in computer science coursework or certification and six months experience designing/analyzing, coding, testing, debugging, database programs or system software programming and analysis. Education may be substituted for experience as determined relevant by the agency.

Database Administrator II: This is full performance technical work in the design, implementation and maintenance of databases. Maintains and documents less complex database programs and assists with

complex databases. Designs, codes, tests, debugs, and maintains databases. Incumbent initiative may be required to obtain guidance for new or unexpected situations. Several databases, technologies or products may be involved. Employees at this level work under general supervision, receiving some instructions with respect to the details. Work is standardized and performed within established procedures, methods and policies. Involves no supervisory or leadership responsibility.

Minimum Requirements: Successful completion of 24 hours in computer science coursework or certification and one year experience designing/analyzing, coding, testing, debugging database programs or system software programming and analysis or two years experience designing/analyzing, coding, testing, and debugging database programs or system software programming and analysis. Education may be substituted for experience as determined relevant by the agency.

Database Administrator III: This is advanced technical work providing design, implementation and maintenance of complex databases. Conducts feasibility studies related to database development, designing, implementing and modifying databases relying on knowledge and experience with control languages, access methods, access time, device allocation, validation checks, organization and statistical methods; maintains database dictionaries; and integrates systems through database design. Functions as a senior consultant or top technical consultant in specialized areas of databases management by providing guidance, technical expertise and/or research services to others. Assignments are received in terms of expected results. Work is periodically checked for progress and conformance to established policies and requirements. May oversee other staff on a project basis.

Minimum Requirements: Successful completion of 24 hours in computer science coursework or certification and three years experience designing/analyzing, coding, testing, debugging database programs or system software programming and analysis or four years experience designing/analyzing, coding, testing, debugging database programs or system software programming and analysis. Education may be substituted for experience as determined relevant by the agency.

Database Administration Supervisor: This is supervisory work in database design, implementation and maintenance. Work involves reviewing and evaluating the work of subordinates, implementing policies regarding budget, staffing levels, and quality standards. Oversees database administration including configuration, security, resource monitoring and reporting, troubleshooting and the development of specialized programs. Performs as first line supervisor responsible for the performance of subordinate employees and provides status reports on the activities of the assigned unit.

Minimum Requirements: Successful completion of 24 hours in computer science coursework or certification and four years experience designing/analyzing, coding, testing, debugging database programs or system software programming and analysis, or five years of experience in database implementation and maintenance or system software programming and analysis. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements:

Some positions in this class series may require a security clearance at the time of appointment.

NC: 08/05

REV: 06/08

REV: 06/09