Database Administrator II

Job Code	Job Title	Pay Grade
1611P2	Database Administrator II	32

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 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.

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
REV: 7/17
REV: 6/19
REV: 6/24