


POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
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DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Computer Operations	COUNTY OF EMPLOYMENT Franklin
This row is for Information Technology classifications ONLY		SECONDARY TECHNOLOGY (IT ONLY) SQL Server, Database Support, IBM Z/OS

<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Interimtent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 36 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am TO: 4:30 pm			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Designs and implements high availability solutions; designs/plans cluster nodes hardware selection and recommendations; configures/sets-up cluster nodes, sets-up interconnects, configures cluster-aware storage; installs cluster ware and DBMS software on all nodes; monitors load balance, tunes cluster parameters for high performance; configures standby servers; configures and implements log shipping; configures and implements replication. Works with IT Architecture staff, CIO and/or IT Managers to design solutions that meet agency requirements; assists analysis of the solution design's business case; authors portions of the solution business case. Issues Tier III resolution.	Knowledge of: (1) oral & written communication tools & techniques; (2) customer support & personal service; (3) technical writing & documentation practices; (4) technology design. (5) mathematic principles relative to assigned area in IT; (6) IT principles, methods & practices in assigned specialty area; (7) state & agency policy, procedures & applicable laws*; (8) vision, mission & goals of agency*; (9) systems performance management; (10) IT lifecycle concepts; (11) project management principles & methods; (12) develop system specific specifications; (13) back-up & recovery procedures; (14) interrelationships of multiple IT specialties; (15) database management principles & methodologies for data modeling; (16) database management principles & methodologies for data structures, warehousing, transaction & high availability processing; (17) DB2; (18) SQL Server; (19) Database Support; (20) IBM Z/OS. Skill for: (21) reading comprehension; (22) speaking; (23) service orientation; (24) troubleshooting; (25) critical thinking, using data recovery tools & techniques; (26) complex problem solving, judgment & decision making; (27) assuring quality; (28) identifying & specifying business requirements; (29) lead work; (30) database analysis & evaluation; (31) developing & interpreting policy & strategies governing the planning & delivery of IT services.
		*Developed after employment.

JOB CODE 69953	JOB TITLE Database Administration Specialist 3	POSITION NUMBER 20006456
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 5/16/15

57815

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Computer Operations	COUNTY OF EMPLOYMENT Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) DB2	SECONDARY TECHNOLOGY (IT ONLY) SQL Server, Database Support, IBM Z/OS

☐Reclassification

☐New Position

☒Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent

☐ Temporary

☐ Intermittent

☒ Classified

☐ Unclassified

☐ Essential

Overtime: ☒ Eligible

☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 36
Page 2of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30 am TO: 4:30 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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25	Understands business intelligence data needs; defines the data warehouse/business intelligence design; implements data warehouses and data marts; implements business intelligence tools and user interfaces; implements enterprise reporting, management dashboards and scorecards; implements analytic applications; replicates and transforms data for business intelligence. Develop standards/best practices; creates documentation of installation procedures monitoring procedures; security policies; configuration changes; migration procedures and best practices for development teams.	Ability to: (32) prepare meaningful, accurate & concise reports; (33) stay abreast of current technologies in area of IT assigned; (34); provide expert technical advice, guidance, & recommendations to management & other technical specialists on critical IT issues; (35) define problems, collect data, establish facts & draw valid conclusions
25	Conducts performance tuning system configuration running on multiple platforms; tunes data manipulation model; Designs standards for the exchange of data between systems, including data security models. Works with multidimensional models.	Knowledge of: 1 – 20 Skill for: 21 - 31 Ability to: 32 - 35
10	Develops database strategies to support business needs. Applies principles, theories, practices and techniques of project planning. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation.	Knowledge of: 1 – 20 Skill for: 21 - 31 Ability to: 32 - 35
Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.		*Developed after employment.

JOB CODE
69953


APD 6-18-15

JOB TITLE
Database Administration Specialist 3

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5/11/15