



Database Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
012	Exempt	2-Professionals	AFSCME	8	9/23/99	1104	1 of 2

DEFINITION: Under general supervision, maintains and modifies a database; analyzes system performance; designs and writes queries and programs; designs, documents and implements all system and server processes including security, access, test routines, and back up; modifies existing programs to user requirements; troubleshoots and resolves malfunctions; writes systems documentation; and may provide work direction to journey and lower level programmers.

DISTINGUISHING CHARACTERISTICS: Incumbents in this classification work independently and have primary responsibility for maintaining one or more complex databases; serve in a lead capacity on complex projects; design and run test routines and protocols to isolate and resolve errors; design application programs to minimize run time and response times; and may provide work direction to journey and lower level programmers.

EXAMPLES OF DUTIES/FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- Designs, documents and implements security, back up and recovery of assigned database(s) and indexes, runs performance queries, and schedules systems maintenance.
- Administers systems security, and assigns appropriate access privileges to end-users.
- Writes and/or modifies software programs using database languages.
- Writes and tests scripts used to build, restore, dump, and/or maintain databases.
- Uses system commands and protocols to maintain network systems and/or databases.
- Designs and implements testing routines to identify and resolve (de-bug) conflicts and potential operating malfunctions.
- Analyzes database architecture and monitors disk-usage to maintain integrity of database(s) and/or servers, and reconfigures or relocates data for optimal performance.
- Design application programs to minimize run time and response times.
- Documents procedures, and provides user information and training materials.
- Troubleshoots and resolves malfunctions with databases, servers, operating platform/database interfaces, and networked systems.
- Confers with end-users to identify user needs, and with vendors regarding programming and/or systems upgrades.
- Estimates time and resources needed for projects, develops project schedules, and may help end users prepare service request forms.
- Performs related duties as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of software applications in a client-server, Microsoft NT, Novell and/or HP3000 mainframe environments; operating systems and programming "languages" applicable to position responsibility (current examples are *SQL, SQR, Cobol, PeopleCode, Image, and MPE*); principles, methodology and applications of relational database theory; set-up and troubleshooting procedures; database recovery techniques; data dictionary tables and tools; project management; documentation procedures; systems design, configuration, testing and troubleshooting; basic mathematics and algebra; business English usage; and modern office methods and procedures.

Ability To: Back up databases; develop and administer system security; write and modify software programs; maintain, troubleshoot, and resolve malfunctions with databases, networked systems and/or PCs; write documentation and user information and training materials; review and analyze user requirements; research and make recommendations regarding implementation of new programs and/or technologies including time and cost estimates; design and implement testing routines; set-up and install software and upgrades, keep abreast of current and imminent developments in computer technology; establish and maintain effective working relations with District personnel using principles of good customer service; and communicate effectively both orally and in writing.

Education/Training: Equivalent to an Associate's degree in Computer Science, Mathematics, or a related field, OR certification of completion of a recognized program in Computer Science.

Experience: Two (2) years experience in a data processing related field in a client-server environment, one (1) year of which must include performing a variety of tasks in support of administering a database. Additional education may be substituted for up to one year of the general experience on a year for year basis.

License/Certification: Possession of, or ability to obtain a valid Class C California Driver License.