



# Database Administrator I

Salary Group: B20

Class Code: 0211

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DATABASE ADMINISTRATOR I	0211	B20	\$45,158 - \$73,788
DATABASE ADMINISTRATOR II	0212	B22	\$51,614 - \$84,479
DATABASE ADMINISTRATOR III	0213	B24	\$59,004 - \$96,720
DATABASE ADMINISTRATOR IV	0214	B26	\$69,415 - \$117,397
DATABASE ADMINISTRATOR V	0215	B28	\$83,991 - \$142,052

## GENERAL DESCRIPTION

Performs routine to moderately complex (journey-level) database administration work. Work involves developing, maintaining, and monitoring integrated database systems; implementing database procedures; and maintaining data integrity. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

The Database Administrator job classification series is intended for employees who develop and maintain computer databases. Employees typically perform work that includes designing, configuring, and managing databases to ensure the integrity, security and accessibility of the agency's data. Database administrators make sure that data analysts and other users can easily use databases to find the information they need and that systems perform as they should. In contrast, the Data Analyst job classification series does not focus on information technology; rather, employees in that series perform analytics and statistical modeling on existing data sets to identify patterns and trends.

## EXAMPLES OF WORK PERFORMED

Supports migrations to new data management system software levels and tests the migrations to ensure data reliability and functionality.

Executes the procedures necessary to save, retrieve, and recover databases from hardware and software failures.

Maintains data standards.

Prepares and develops database documentation, procedures, and definitions for data dictionaries.

Performs logical and physical data modeling, designs relational database models, and creates physical data models from logical data models.

Creates test database environments, including necessary libraries and procedures.

Assists with analyzing, designing, and maintaining database structures.

Assists with implementing database security controls and user access levels.

Assists with evaluating and recommending database software packages for potential acquisition.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in computer systems, data analysis, or database development and maintenance work. Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the principles, practices, and techniques of computer databases, programming, and systems design; computer operations, systems, and procedures; project control and cost estimating techniques; computer database application systems; computer programming languages; data processing flowcharting techniques; database structures and theories; current database technologies; and data analysis, evaluation, and testing techniques.

Skill in complex problem solving and critical thinking, and the use of a computer and applicable software.

Ability to identify and define users' functional and technical database needs, to conduct short-range and long-range project planning studies, to develop reports, and to communicate effectively.