



Database Administrator III

Salary Group: B24

Class Code: 0213

<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 highly complex (senior-level) database administration work. Work involves planning, developing, maintaining, and monitoring integrated database systems; evaluating and reviewing database policies and procedures; and maintaining data integrity. May serve as a lead worker providing direction to others. Works under limited supervision, with considerable 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

Coordinates and/or conducts the analysis, design, modification, and maintenance of database structures.

Designs and implements procedures necessary to save, retrieve, and recover databases from hardware and software failures.

Evaluates and recommends goals and objectives for the use and improvement of an efficient and cost-effective database system.

Provides input into the development and revision of policies and procedures to guide in the use and acquisition of database software and resources designed to ensure the integrity of the database environment.

Establishes and implements database security standards and controls, and user access levels.

Evaluates and recommends database software packages for potential acquisition.

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

Performs database performance monitoring and implements efficiency improvements.

Modifies existing databases and database management systems.

Plans and supports the installation of database software and migrations to new data management system software levels, and verifies and tests the migrations to ensure data reliability and functionality.

Assists in developing budgets for database management systems.

Assists in developing standards, guidelines, policies, and procedures designed to ensure the integrity of the database environment.

May serve as a lead worker providing direction to others.

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 and protocols.

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

Ability to identify and define user task needs, to process information logically, to conduct short-range and long-range project planning studies, to communicate effectively, and to provide direction to others.