



# Database Administrator IV

Salary Group: B26

Class Code: 0214

<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
<b>DATABASE ADMINISTRATOR IV</b>	<b>0214</b>	<b>B26</b>	<b>\$69,415 - \$117,397</b>
DATABASE ADMINISTRATOR V	0215	B28	\$83,991 - \$142,052

## GENERAL DESCRIPTION

Performs advanced (senior-level) database administration work. Work involves providing direction and guidance in database administration operations and planning; providing for the efficient and effective storage, retrieval, customization, and archiving of data to ensure integrated database systems; planning, developing, and implementing database policies and procedures; and maintaining and verifying data integrity. May supervise the work of others. Works under minimal 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 installs database software and migrations to new data management system software levels, and ensures that migrations are appropriately tested and validated.

Coordinates and provides application and database operations triage support to troubleshoot and resolve functional and performance issues encountered in production, development, and test environments.

Provides advanced database development and oversees and/or modifies and maintains database structures.

Performs logical and physical data modeling, evaluates relational database models, and reviews physical data models created from logical data models.

Evaluates and recommends database software packages for potential acquisition.

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

Develops and reviews policies and procedures to guide in the use and acquisition of database software and resources.

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

Develops standards, guidelines, policies, and procedures designed to ensure the integrity of the database environment.

Develops budgets for database management systems and required support levels.

Evaluates and reviews database performance monitoring and implements efficiency improvements.

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

May supervise the work of 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 supervise the work of others.