WAYNE STATE UNIVERSITY

Database Administrator

Issued 1/1/04

Database Analyst I	PN344	Salary Sch: IP, SG 12	EEO Code: 50	FLSA: non-exempt
Database Analyst II	PN328	Salary Sch: IP, SG 13	EEO Code: 50	FLSA: non-exempt
Database Administrator	PN326	Salary Sch: IP, SG 14	EEO Code: 50	FLSA: non-exempt
Database Administrator – Lead	PE333	Salary Sch: IP, SG 15	EEO Code: 50	FLSA: exempt
Union: P&A Union, Local 1979, UAW				

Basic Purpose:

Positions in the Database Administrator job family are responsible for the design, implementation, management, and maintenance of database management system(s) and database system applications including the security, quality, recoverability, and integrity of the data resources. They are responsible for the design of both the physical and logical data models; for monitoring and tuning for the optimal performance; and for space management and capacity planning. Incumbents are the Subject Matter Experts on their assigned database management system(s) and serve as a technical resource for systems integration projects that involve the creation or access of databases. The focus of work is on the effective implementation and management of database resources.

Essential Functions:

The functions within the job family will vary by level and specific assignment but will include the following:

- Plan, install, maintain, test, and support the assigned database management system and its related products to keep system software current for customers and technical staff;
- Assure the compatibility and efficiency of database applications through ongoing system monitoring and evaluation;
- Analyze business practices and create data models and information flow charts to define application system requirements;
- Evaluate and tune system performance and provide system integration staff with information to optimize the database system and minimize potential problems;
- Provide technical expertise on database management systems to customers and IT staff who are implementing applications in a database environment; and
- Design, implement, and maintain standards and procedures to ensure the integrity and security of database applications.

Comments (Level Descriptions):

The Database Administration job family has four levels:

Database Analyst I

This is the *proficiency* level where incumbents apply their skills in database design and management techniques as they relate to the specific database management system supported. Using appropriate database language(s) and their general knowledge of database design considerations, they work independently on developing both physical and logical data models as well as developing portions of the

application involving the database. While at this level, incumbents increase their knowledge of database design considerations and operating interrelationships among databases, business applications, and operating systems.

Database Analyst II

This is the *career* level where incumbents are fully knowledgeable in all aspects of database administration and increase their expertise in database design, installation, and management. Incumbents are typically part of development teams with enterprise applications and concentrate on the physical data model; or they may work independently on design projects for smaller, less complex databases. They provide second-tier support on database problems and may also have responsibility for monitoring and tuning their assigned database(s). They apply their knowledge of database design considerations and the operating interrelationships among databases, business applications, and the operating system to complete their specific assignments.

Database Administrator

This is the *specialist* level where incumbents are responsible for the design and installation of database management system software and applications and for monitoring database usage. Incumbents work independently under general management review and have leadership roles in projects involving existing database and business applications systems. They analyze information on performance and space management to identify trends and plan for the future. They have a high degree of technical proficiency in the design and implementation of database applications and are fully knowledgeable of the operating relationships between their assigned databases and their operating or applications systems. They are the Subject Matter Expert for a major database technology or application and provide third tier support in the resolution of operating problems.

Database Administrator - Lead

This is the *leadership* level where incumbents are responsible for the overall design, monitoring, and administration of many enterprise database management systems. Incumbents at this level have broad expertise in all aspects of database design and management and are recognized technical experts within the University. They have seasoned skills supporting large scale implementation of several database management software products. They serve as a resource to management to identify and evaluate industry trends and develop long range plans for the implementation of new database technologies. They may provide consultative technical guidance and work direction for a small group of technical staff, particularly in projects involving the design and implementation of major database applications.

Minimum Qualifications:

Jobholders in the Database Administrator job family require basic knowledge and increasing expertise in the following areas:

- Knowledge of overall computer operations procedures, operating systems, and platforms;
- Knowledge of networking topologies, configurations, and technologies;
- Knowledge of database management systems, languages, procedures, and controls;
- Skill in the use of database management tools and processes;
- Ability to logically work through a problem and develop optimal solutions; and
- Ability to work independently on complex problems, making detailed analyses until the problem is identified and resolved.
- Sound understanding of the technical aspects of information technology, typically acquired through a formal undergraduate computer science program and one or two years of directly related experience; and
- Some experience in a programming function such as systems software or applications development.