

CERTIFIED IT ADMINISTRATOR (DATABASE)

Duties and Responsibilities

This class of positions encompasses highly technical and supervisory responsibilities in database administration and development, including planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, data modeling, auditing and support of complex database systems and related functions. Performs at varying levels of difficulty and with varying degrees of latitude for independent initiative and judgment. There are four Assignment Levels within this class of positions differing according to the complexity and sophistication of the database systems and the amount of supervision required. The following are typical assignments within this class of positions. All personnel perform related work, including technical writing, end user support and disaster recovery support and, when necessary, perform the duties of related or lower titles and Assignment Levels.

Assignment Level I

Examples of Typical Assignments

Under supervision, with latitude for independent action and the exercise of independent judgment, is responsible for planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of database systems and related functions. Solicits, identifies, records, tracks and resolves database related incidents and requests. Identifies, monitors and evaluates industry trends in database systems. May supervise a small unit engaged in the above duties; may serve as a project leader of projects involving database administration, or may independently administer database software of a highly technical nature. In the temporary absence of the supervisor, may perform the duties of that position.

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Assignment Level II

Examples of Typical Assignments

Under general supervision, with wide latitude for the exercise of independent initiative and judgment, supervises a unit engaged in planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of database systems and performs related functions; serves as a project leader for complex projects involving database systems. In the temporary absence of the supervisor, may perform the duties of that position.

Assignment Level III

Examples of Typical Assignments

Under general direction, with broad scope for the exercise of independent initiative and judgment, supervises more than one unit or projects involving planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of complex data base systems; or supervises unit supervisors, project leaders and their subordinates, instructing, directing and checking their work. In the temporary absence of the supervisor, may perform the duties of that position.

Assignment Level IV

Examples of Typical Assignments

Under managerial direction, with the broadest scope for the exercise of independent initiative and judgment, holds senior-level technical responsibility for an extremely

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Assignment Level IV (continued)

Examples of Typical Assignments (continued)

complex or several large and complex database systems. Routinely serves as in-house expert and authority regarding the above database administration work of extreme complexity and high specialization; or coordinates multiple projects of highly technical complexity. May supervise a unit or units engaged in complex work involving database systems. In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

Professional/vendor certification(s) in database administration that is required for the position to be filled. In addition, all candidates must have the following:

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in database administration planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been database administration experience as described in "1" above; or
3. A satisfactory equivalent of education and/or experience equivalent to "1" or "2" above. Undergraduate education may be substituted for experience on the basis that 30 undergraduate semester credits from an accredited college is equivalent to 6 months of general information technology experience; but may not be substituted for the required database administration experience. A masters degree in computer science or a related field from an accredited college may substitute for one year of database administration experience. However, all candidates must have at least one year of satisfactory full-time (not classroom based) database administration experience as described in "1" above.

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Note:

In addition to meeting the minimum Qualification Requirements:

Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

Lines of Promotion

From: None

To: Computer Systems
Manager (M 10050)