

IT Data/Database Analyst

Purpose of Class: Performs data or database administration work, including physical database design, creation, management, and support, and logical database modeling and administration.

Distinguishing Characteristics

Level: First in a series of three

Work Direction Received: Works under general supervision

Direction of Others: None

Scope/nature of Discretion: Limited discretion; performs duties with some/moderate opportunity to exercise independence within well-defined boundaries

Examples of Duties

Database Software Support

- Installs and maintains database software and associated utility products
- Troubleshoots database software and associated utility products
- Configures database software and associated utility products

Manage Physical Database

- Allocates and manages physical space for database tables
- Allocates and manages physical space for application tables
- Ensures database tables are backed up

Data Dictionary

- Maintains data field definitions

Logical Database

- Creates/maintains data models in conjunction with applications development staff
- Ensures compliance with data dictionary
- Performs database/application "binds"

Security

- Performs database security duties
- Create/maintains database access authorization

Minimum Qualifications

Associate's degree in a related area such as computer science, computer engineering, or management information systems. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

Knowledge and Abilities

Knowledge

- Basic math
- Commonly used query languages, such as SQL
- Database management concepts, principles and methods including database logical and physical design, normalization, storage, capacity management, and backup and recovery
- Characteristics of data storage media
- IT database security principles/methods
- Technical documentation procedures
- Computer hardware and software, including applications and programming

Abilities

- Read, listen, and understand written/oral communication from others
- Communicate, both orally and in writing, information/ideas to others
- Correctly follow a given rule or set of rules in order to arrange things or actions in a certain order
- Reason deductively: apply general rules to specific problems to come up with logical answers and deciding if an answer makes sense
- Reason inductively: combine separate pieces of information or specific answers to problems to form general rules or conclusions
- Logically explain why a series of seemingly unrelated events occur together
- Create reports and manipulate data in response to customer requirements
- Monitor database performance and tune database operations
- Use modeling tools and approaches to meet the unique requirements of the assignment