

IT Data/Database Analyst Lead

Purpose of Class: Formulates/defines all activities related to the administration of data and/or databases; has full technical knowledge of all phases of data/database administration; projects long-range requirements for data/database administration and design.

Distinguishing Characteristics

Level: Third in a series of three

Work Direction Received: Works under limited supervision

Direction of Others: Leads; provides direction to the work of lower-level employees

Scope/nature of Discretion: General/Delegated discretion; performs duties with a moderate opportunity to exercise independence within broadly-defined policies and procedures; has authority to take required actions

Examples of Duties

Leadership

- Acts as a project/team leader the majority of the time; coordinates work efforts; makes assignments; prepares project/work plans; monitors work progress; prepares project progress reports
- Mentors IT Data/Database Analysts and/or Applications Developers
- May lead logical database design sessions

Database Software Support

- Plans database software installation and maintenance
- Installs/maintains, troubleshoots, and configures the database software and associated utility products

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

- Determines and implements database security
- Performs database security duties
- Creates/maintains database access authorization

Examples of Duties (continued)

General

- Develops and enforces policies, standards, and processes related to database or data administration
- Consults with clients on data/database administration issues

Maintains regular and reliable attendance.

Minimum Qualifications

Bachelor's degree in a related field such as computer science, computer engineering, or management information systems and three years of experience related to the essential functions of the position. 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
- Database backup and recovery systems
- Operating systems and platforms used in organization
- Sources, characteristics and uses of the organization's data assets
- Data administration and data standardization policies, standards and methods
- IT database security principles/methods
- Agency's IT infrastructure
- Interrelationships among multiple IT specialties
- Principles and processes involved in business and organizational planning, coordination and execution
- Data mining and warehousing principles/methods
- Project management principles and methods

Abilities

- Read, listen, and understand written/oral communication from others
- Communicate, both orally and in writing, information/ideas to others
- Reason deductively: apply general rules to specific problems to come up with logical answers, deciding if an answer makes sense
- Correctly follow a given rule or set of rules in order to arrange things or actions in a certain order
- 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

Abilities (continued)

- Create reports and manipulate data in response to customer requirements
- Monitor database performance and tune database operations
- Use modeling tools and approaches to meet unique requirements of the assignment
- Use math to solve problems
- Write various computer programs
- Analyze needs and product requirements to create a design (i.e., operations analysis)
- Technology design (i.e., generating/adapting equipment/technology to serve user needs)
- Synthesize/reorganize information to better approach problems/tasks
- Design, develop, and maintain database operations
- Generate complex queries and reports
- Define and allocate storage capacity in design of data management systems
- Develop data dictionary definitions, data models, metadata repositories and other data management tools
- Apply/adapt new and improved approaches to the design, development, and implementation of data mining, warehousing, and related storage and retrieval systems
- Execute a variety of database utility functions
- Assist customers in navigating and accessing databases using various interface methods
- Implement operating systems procedures for running timed/scheduled events (e.g., file backups)
- Produce database design schema for integrating source data into data management systems
- Observe/evaluate outcomes of problem solutions to identify lessons learned
- Effectively manage time
- Write technical documentation/develop user instructions
- Modify systems and database configurations to correct problems affecting the confidentiality, integrity, and availability of data
- Return disrupted database systems to normal operations
- Diagnose and resolve the most complex data management problems and issues
- Plan and coordinate migration of data to a newer version of a database management system
- Evaluate current and future Agency database requirements
- Optimize database performance and tune database operations