

Nebraska Department of Education
Classification Specification
Established: 3/02 Revised: 6/0714

Job Code: EDB113/EDR113/EDO113
Paygrade: 48

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.

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Minimum Qualifications

Bachelor's degree in a related area such as computer science, computer engineering, or management information systems and three years of experience related to the essential functions of the position. administering and maintaining SQL or other database applications. Lesser degrees may be considered with increasing years of experience as follows:

Degree	Years of Work Experience Administering and Maintaining SQL or Other Database Applications
Bachelor's degree in an unrelated area	5 years
Associate's degree in a related area	7 years
Associate's degree in an unrelated area	9 years
High school diploma or equivalent	11 years

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Knowledge and Abilities

Applicants will be screened through oral, written, performance, and/or other evaluations for the following:

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
- 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