

PERSONNEL COMMITTEE

13-0305R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF DATABASE ADMINISTRATOR, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of database administrator, which were approved by the civil service board on January 16, 2013, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 136, \$4,412 to \$5,221 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for hiring one or more unit members consistent with this resolution.

Approved:


Department Director

Approved for presentation to council:


Chief Administrative Officer

Approved as to form:


Attorney

Approved:


Auditor

HR MS:ao 5/31/2013

STATEMENT OF PURPOSE: The creation of this job description is part of a strategic alignment of operational activities surrounding the management and maintenance of city databases by the management information systems division. As the need for the city of maintain and update database systems citywide increases, it is important to have an individual specialized in this area to design, install, monitor, maintain, and performance tune them. The database administrator will be responsible for working with other MIS staff to assess and develop long-term goals in assuring databases meet the needs of department

managers. Having an individual that is an expert in this area of MIS will assure that the city is able to maintain and design databases that will withstand the test of time. The pay range negotiated for the classification is Range 136, \$4,412 to \$5,221 per month.

DATABASE ADMINISTRATOR

SUMMARY/PURPOSE:

To design, install, monitor, maintain, and performance tune production databases while ensuring high levels of data availability. The work involves developing, implementing, and overseeing database policies and procedures to ensure the integrity and availability of databases and their accompanying software.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Assess and develop long-term strategic goals for production databases in conjunction with data owners and department managers.
2. Work with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures.
3. Design and implement redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.
4. Conduct research and makes recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
5. Create models for new database development and/or changes to existing ones.
6. Work cooperatively with Infrastructure staff when necessary and appropriate on the installation and configuration of relevant network components to ensure database access as well as database consistency and integrity.
7. Respond to and resolve database access and performance issues.
8. Monitor database system details within the database, including stored procedures and execution time, and implements efficiency improvements.
9. Monitor, optimize and allocate physical data storage for database systems, working with Infrastructure staff where necessary and appropriate.
10. Plan and coordinate data migrations between systems.
11. Develop, implement, and maintain change control and testing processes for modifications to databases.
12. Create, or support creation of, required reports in response to business user needs.
13. Perform database transaction and security audits.
14. Establish appropriate end-user database access control levels.
15. Develop routines for end users to facilitate best practices database use.
16. Manage and/or provide guidance to junior members of the team.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education and Experience Requirements:

- A. Graduation from a two-year college with a degree in computer information systems, plus two years of verifiable experience in database design, implementation, administration, and maintenance; or

- B. Four years of full-time, verifiable experience in database design, implementation, administration and maintenance; or
- C. A combination of verifiable education and experience equaling four years which demonstrates possession of the knowledge, skills, and abilities listed below.
- D. MCSA certification preferred.

2. Knowledge Requirements:

- A. Knowledge of database structures, theories, principles, and practices.
- B. Knowledge and ability to design, build, install, configure, and support database environments including Microsoft SQL, MYSQL, and Oracle.
- C. Knowledge of database tuning and troubleshooting.
- D. Knowledge of data processing flowcharting techniques.
- E. Knowledge of and experience with project management.
- F. Knowledge and understanding of the organization's goals and objectives.
- G. Knowledge of applicable data privacy practices and laws.
- H. Knowledge of ITIL.

3. Skill Requirements:

- A. Skill in database administration, specifically utilizing Microsoft SQL
- B. Skill in the use of change management processes
- C. Skill at working in a team-oriented, collaborative environment.
- D. Skill in business process and reengineering, demonstrating an understanding of the relationship between processes and policies.
- E. Skill in analytical and problem solving.
- F. Skill in documenting and maintaining configuration and process information.
- G. Skill in reading, writing and interpreting technical documentation and procedure manuals.

4. Abilities Requirements:

- A. Ability to communicate both orally and in written form.
- B. Ability to produce technical documentation.
- C. Ability to conduct research into database issues, standards, and products.
- D. Ability to present ideas in user-friendly language.
- E. Ability to work independently without direct supervision.
- F. Ability to pay close attention to detail.
- G. Ability to effectively prioritize and execute tasks in a high-pressure environment.
- H. Ability to provide excellent customer service.
- I. Ability to effectively communicate on a one-to-one basis and with groups to obtain or provide information.
- J. Ability to establish and maintain effective working relationships with supervisors, co-workers, users and others.

5. Physical Abilities Requirements:

- A. Ability to be available for standby and/or callback.
- B. Ability to work flexible schedules as assigned.
- C. Ability to sit for extended periods of time.

- D. Ability to use hands and fingers to operate a computer keyboard, mouse, power tools, and handle various computer components.
- E. Ability to lift and transport objects such as computers and peripherals.
- F. Ability to attend work on a regular basis.
- G. Ability to transport oneself to and from City of Duluth facilities.

Anlst: MS	Class:	Union: Basic	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC: