



JOB TITLE	DEPARTMENT	REPORTS TO
Database Analyst	ITS	Data Processing Manager/Chief Operations Officer

Position No: 82020	Length of Work Year: 12 Months
Salary Schedule: P32	Date Approved: 2/13/96
FSLA: Exempt	Date Revised: 8/10/99; 2/12/13; 11/27/17

JOB GOAL
To install, analyze and trouble-shoot data management software and oversee integration of new software onto the existing system.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. A Bachelor's Degree in computer science or 4 years of experience with large system data structures and theories. 2. A minimum of 5 years data processing experience to include maintenance or development of data models and/or formats. 3. Knowledge of computer applications, data theories, computer languages and utilities to support them, data storage and systems programming. 4. Ability to perform the job functions.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To install and maintain data management software including but not limited to relational database technology. 2. To install and maintain databases required for supported applications. 3. To serve as trouble-shooter for data access and/or integrity issues. 4. To work with programming staff to ensure that data models are designed for good performance when implemented in the production environment. 5. To define, document and communicate standards for data structure naming. 6. To accept responsibility for security as it relates to data entities as a whole. 7. To assist programming staff with application development. Especially as it relates to the data model and data access performance. 8. To write software to move, reorganize, and/or realign data within the system. 9. To implement procedures and perform them as necessary to move programmer application development into the production environment. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less; Infrequent walking and/or standing may be required.