

JOB DESCRIPTION TEMPLATE

Career Ladder:	Database Administration
Business Title:	Database Analyst
Department:	
Department Code:	
Level:	

Job Summary:

The Database Analyst consults with users to define and resolve information flow and content issues for environment specific databases.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Consults with users to determine database information flow and content needs.
- Analyzes and designs existing systems to structure and access databases.
- Prepares specifications and flowcharts.
- Participates in the installation of revised or new systems
- Performs upgrades of databases, and imports, exports and migrates data.
- Tracks and reports database performance metrics, and monitors and assists with analyzing database performance as directed.
- Performs backup and regular maintenance including monitoring disk space and maintaining database dictionaries based on established practices.
- Reviews and produces audit trails for potential security violations.
- Provides input to the establishment of policies and procedures pertaining to data management, maintenance, and utilization.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Consequence of Error/Judgment:

Supervision Received:

Supervision Given:

Education/Work Experience:

Skills:

Competency Proficiency:

Core Competencies:
<u>Collaboration (Basic – B):</u> Takes initiative to actively participate in team interactions. Without waiting to be asked, constructively expresses own point of view or concerns, even when it may be unpopular. Ensures that the limited time available for collaboration adds significant customer value and business results.
<u>Communicating for Results (Basic – B):</u> Converses with, and writes to, peers in ways that support transactional and administrative activities. Seeks and shares information and opinions. Explains the immediate context of the situation, asks questions with follow-ups, and solicits advice prior to taking action.
<u>Problem Solving (Basic – B):</u> Investigates defined issues with uncertain cause. Solicits input in gathering data that help

identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for consideration as required.

Role Based Competencies:

Accountability (Basic – B):

Checks assumptions about mutual expectations and clarifies standards of overall performance. Checks the scope of responsibilities of self and others. Monitors day-to-day performance and takes corrective action when needed to ensure desired performance is achieved.

Strategic Technology Planning (Being Developed – BD):

Asks questions and assesses aspects of the strategic technology plan. Identifies the architecture/technology priorities that apply to a specific function and area of work.

Thoroughness (Basic – B):

Performs tasks according to quality and output standards. Takes initiative to ensure that outcomes meet internal and external customer requirements. Solicits feedback on performance in new tasks. Measures accuracy using performance metrics. Sets improvement standards to reduce errors, omissions, and oversights.