Database Technician II Master

J o b   D e s c r i p t i o n

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:44:35 PM
Official Title:	Database Technician II Master
System Affilliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	553945
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Database Technician II provides technical expertise in the design, implementation, and maintenance of relational database management systems that support institutional business applications.

NATURE OF WORK

This paraprofessional position functions as the highest level of Database Technician. The Database Technician II is responsible for providing routine to complex technical support to Database Administrators in the development, maintenance, and upgrading of assigned databases. Job responsibilities contribute to the accuracy, reliability, and acceptability of processes, services, or functions of the area. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. The Database Technician II exercises some judgment in planning and organizing own work but must adhere to specific time, process, and results standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Reviews, develops, and designs data models using standard diagramming techniques, in conjunction with application development teams; creates logical data models and translates into physical database structures that integrate with existing or proposed database structures.

Monitors relational databases to optimize database performance, resource use, and physical implementations of databases; addresses a variety of database integration issues including migration between disparate databases, integration, maintenance/conversion, capacity planning issues, and new applications.

Maintains development, test, and production relational database management systems environments.

Monitors and maintains database security and database software, in cooperation with data security administrators.

Provides advice to applications programmers in the effective use of database languages; advises on troubleshooting, exception processing needs, and other data management issues.

Maintains availability and integrity of databases through multiple access schemes; facilitates sharing of common data by overseeing proper key and index management and data dictionary maintenance.

Monitors and manages database backups, logs, and journals; installs, maintains, and upgrades database software; restores and/or recovers data as required.

Creates, procures and maintains various database related documents such as manuals and programmers handbooks.

Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Performs other job-related duties as assigned.

Additional Responsibilities

May evaluate and recommend testing and evaluation of new procedures, software, and hardware.

May provide 24-hour on-call support.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Associate's degree, or vocational or technical school degree	Information Technology or a related field	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X	

Work Experience

Experience	Experience Details	Req	Pref	
2 year +	Directly related work experience	X		