



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Systems and Database Analyst

**Class Code: 1368
Work Days: 225**

GENERAL PURPOSE

Work with Applications Support to develop systems and database test plans; collaborate with Applications Development, Network, and Applications Support staff to assess and test hardware and software interaction; implement and test database design, functionality, and tuning for performance; manage, monitor, and maintain databases; make requested changes, updates, and modifications to database structure and data; ensure database integrity, stability, and system availability, maintain hardware and software license inventory; document configurations; install operating system software, patches, and upgrades; perform system backups and recovery; and to conduct server builds.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Monitor system and database performance and provide security measures, troubleshooting, and maintenance as needed.
 2. Maintain database standards and naming conventions.
 3. Install and configure servers to meet functional specifications.
 4. Resolve issues and restore service following system failures and outages.
 5. Perform ongoing hardware and software maintenance and upgrades.
 6. Install updates and patches as necessary to resolve problems or as prerequisites for upgrades or other projects.
 7. Research, test, and verify proper functioning of software patches and fixes.
 8. Provide enterprise support for all application and UNIX/Windows operating systems.
 9. Maintain all Storage Area Networks.
 10. Maintain an enterprise wide backup solution.
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ESSENTIAL FUNCTION STATEMENTS (cont.):

11. Generate documentation for staff and training.
12. Enforce database standards and procedures.
13. Enforce security standards.
14. Must demonstrate attendance sufficient to complete the duties of the position as required.
15. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**Knowledge of:**

1. Oracle, and MS SQL Server databases.
2. UNIX & Windows operating systems.
3. Performance tuning and database troubleshooting.
4. UNIX/Windows operating systems and database performance tuning.
5. Upgrade and patch processes.
6. Data backup and archiving solutions.
7. Storage Area Network devices.
8. Microsoft Windows Active Directing.
9. Microsoft Exchange.
10. Microsoft Sharepoint.

Ability and Skill to:

1. Manage multiple projects/requests.
2. Interpret and apply federal, state, and local laws, codes, and regulations.
3. Prepare complex clear and concise reports.
4. Communicate clearly and concisely, both orally and in writing.
5. Establish and maintain effective working relationships with those contacted in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in computer related field and two (2) years of experience in the areas of software, operating systems such as Windows server solutions, and UNIX, systems hardware, data storage solutions, and databases.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and/or move up to 50 pounds; and lift up to 75 pounds with assistance from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

2/09, 1/14, 7/17