

DATABASE ANALYST I

Definition

Under general supervision, analyzes, plans, designs, models/creates, implements, monitors and tunes databases in a mainframe, internet and client/server environment; assists in maintaining the quality, accuracy and integrity of data and master files; assists with studies to evaluate, modify and maintain database software; and assists with data security, system recovery, and backup procedures for the database management system.

Distinguishing Characteristics

This is the intermediate journey level of the Database Analyst I/II series. Incumbents in this classification are expected to perform a full range of analytical tasks in the analysis and development of database models for mainframe, internet and client/server applications. The Database Analyst I is distinguished from the Database Analyst II by the latter's responsibility for the more complex database management systems.

Promotion to the next level is considered on a merit basis, subject to the recommendation of the department head and approval by the Director of Personnel.

Essential Functions

- Defines database information, access and file structure requirements through discussions with users and other technical staff.
- Serves as staff and technical resource on database design, modifications and or upgrades.
- Prepares related documentation.
- Implements and maintains basic mainframe, internet or client server database environments.
- Reviews application access to ensure optimal performance
- Reviews database utilization and performs basic tuning to ensure optimal performance; and responds to system problems that may affect the database.
- Implement and insure adherence to database backup, restart, recovery, and reorganization standards.
- Implements disaster recovery procedures.
- Stays abreast of new trends and innovations in the field of data network operations.

Other Functions

- May attend and participate in professional group meetings.
- Performs other related duties as required

Employment Standards

Graduation from an accredited college or university with a bachelor's degree, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems or closely related field **AND** two (2) years of programming experience in an information systems environment.

OR

Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems or closely related field **AND** four (4) years of programming or data analysis experience in an information systems environment.

OR

Completion of an accredited technical or vocational school training program in computer science, computer office automation technology, computer systems technology or closely related field **AND** four (4) years of programming or data analysis experience in an information systems environment.

OR

Six (6) years of programming or data analysis experience in an information systems environment.

OR

Two (2) years as a Programmer II or Information Systems Specialist III in the Kern County classification system.

Qualifying experience must have been within the last eight years.

Valid California Class "C" Driver's License is required at the time of appointment.

_____ Knowledge of: basic principles, methods and techniques used in relational Database Management Systems modeling, design, replication, propagation and tuning; working in multi-user, multi-platform network environment with understanding of DB/OS interaction; DATACOM-DB, Microsoft SQL Server, DB2, Oracle, Access, and/or standard database; MVS Job Control language; structured Query Language (SQL); data warehouse design and mining techniques; possess a working knowledge of COBOL programming language; general knowledge of data analysis and data management techniques; computer operation capabilities and limitations; nomenclature; and the principles of documentation/record keeping, data storage and retrieval.

Employment Standards (Continued)

Ability to: assist in the analysis of database requirements; assist in the logical and physical database design; assist in the implementation and maintenance of databases; perform Data Dictionary maintenance related to database definitions and management; assist Systems Analysts in the design and implementation of database application projects; assure that the database designs and implementations adhere to the established database standards; assist in setting up required database environments; assist in the development of database restart/recovery procedures; assist with the installation, maintenance, upgrading, and tuning of Database Management Software; use good judgement; identify and resolve basic system problems that may affect the database; respond to, analyze and assess user needs; train staff and users; interpret and follow detailed oral and written instructions; prepare clear and concise reports; and establish and maintain cooperative work relationships with staff and people of various professional, vocational and educational backgrounds.

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