PALOMAR COLLEGE

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Classification Title: Database Analyst

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Department:	Telecommunications – Grants	**EEO6 Code:**	3
Employee Group:	Classified	**Salary Grade:**	40
Supervision Received From:	Manager, Web Development Services	**Date of Origin:**	9/2016
Supervision Given:	General Supervision	**Last Revision:**	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Analyzes database functionality and maintains security and integrity of the department's web-based database systems; provides database system technical support including managing and maintaining physical databases on physical and virtual servers; provides capacity planning, backup and recovery services.

DISTINGUISHING CHARACTERISTICS.

Database Analyst is distinguished from Oracle Database Administrator by the former's responsibility for database system technical support, administration and maintenance and for performing statistical analysis, while the Oracle Database Administrator is responsible for designing, administering and maintaining complex enterprise-wide Oracle databases and provides PeopleSoft application support and maintenance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Monitors, maintains and upgrades Telecommunications and Technology Infrastructure Program (TTIP) South's physical databases on physical and virtual servers; assists in the development and implements policies and procedures to ensure security and integrity of the databases.

2. Performs database maintenance and backup processes; monitors database performance to ensure adherence to procedures and production standards; tunes databases for optimal performance including database instance capacity planning and implementation.

3. Analyzes and diagnoses any issues with performance, capacity, replication, security or other database issues and provides corrective action plans; manipulates backend database to extract data as required.

4. Analyzes, compiles, manipulates and extracts information from complex database systems and develops various statistical reports for projects, management, students, faculty and staff; performs statistical analyses to provide advice for the TTIP South portal, Goldmine database and the Moodle and Blackboard learning management systems.

5. Plans, develops, implements and administers disaster recovery plans.

6. Collaborates with users in the construction of testing procedures to ensure accuracy of information systems and data integrity.

7. Analyzes and recommends approaches and timeframes for vendor release upgrade installations.

8. Prepares and maintains documentation on database maintenance, backup and recovery procedures.

9. Installs, downloads and tests on-demand Hypertext Markup Language (HTML) files to disseminate communications to California Community College users from appropriate databases.

10. Recommends and assists in the development and implementation of departmental goals, objectives, policies and procedures.

11. Analyzes and resolves end user software problems and provides end user training and documentation as required.

Marginal Functions:

1. Creates new databases in refresh test database environment.

2. Provides statistical analysis of marketing activities and coordinates marketing outreach.

3. Serves as a functional and technical support to Application Developers.

4. Participates on various committees.

5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible experience in database analysis, maintenance and support.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university with major coursework in database management, computer science, information technology or a related field.

Knowledge of:

1. Database management systems and their associated protocols and procedures.

2. Methods and techniques of database analysis.

3. Relevant operating system commands, database conventions and tools, communication protocols and systems utilities.

4. Methods and techniques used in the internal manipulation of database and operating systems.

5. Database backup techniques and recovery strategies.

6. Principles and practices of programming in Structured Query Language (SQL).

7. Principles and practices of effective customer service.

8. Principles and practices of sound business communication; correct English usage, spelling, grammar and punctuation.

9. Federal and state laws, codes and regulations, and policies and practices pertinent to areas of responsibility.

Skill in:

1. Monitoring and maintaining database management systems using analytical tools and quality control standards and techniques.

2. Monitoring local and remote database and server performance for optimal productivity.

3. Analyzing and diagnosing issues with the performance or security of databases and providing action plans for resolution.

4. Generating easily understood statistical reports for end users from complex databases systems and other sources of data.

5. Recommending changes and/or enhancements to database management systems.

6. Communicating clearly and effectively, both orally and in writing.

7. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

8. Exercising tact, patience and diplomacy in dealing with sensitive and difficult situations.

9. Establishing and maintaining effective working relationships with those contacted in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The incumbent works primarily in a computer environment amid noise, some dust and regular exposure to video screen, electrical and electronic equipment.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods and to use hands repetitively to handle and operate computers and standard business equipment; near visual acuity to read computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.