



**Classification Title: Oracle Database Administrator**

<b>Department:</b>	Programming	<b>EEO6 Code:</b>	3
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	55
<b>Supervision Received From:</b>	Information Services Manager, Systems and Programming	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	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.**

Designs for, administers and maintains the enterprise database environment; provides technical design, development, documentation and maintenance of databases and associated master files; ensures the accessibility, availability, security and integrity of the enterprise database infrastructure to maintain effective operation; ensures optimum performance of the database for the maximum number of users.

**DISTINGUISHING CHARACTERISTICS.**

The Oracle Database Administrator is distinguished from Database Analyst by the former's responsibility for designing, administering and maintaining complex enterprise-wide Oracle databases and providing PeopleSoft application support and maintenance, while the latter position is responsible for database systems technical support, administering maintenance and performing statistical analyses for Telecommunications/Grants web-based database systems.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

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

1. Maintains and supports the physical enterprise Oracle database infrastructure and related application software and system support tools on central and District servers; ensures the environment is kept up to date with upgrades and patches and works closely with Application Developers, Business Systems Analysts and Infrastructure Systems Administrators to ensure the Oracle environment is configured to provide optimal support to applications; provides guidance and direction and serves as a technical advisor to technical support, Application Developers and other staff.
2. Designs, implements, maintains and performs periodic re-evaluation of enterprise database infrastructure and applications management policies, standards and procedures; analyzes data storage, usage and growth patterns in order to plan and execute tasks to ensure future database needs will be met.
3. Designs, develops and analyzes installation checklists and benchmarks for testing new software releases; prepares and maintains documentation for database maintenance, backup and recovery procedures; monitors database systems and performance; tunes databases for optimal performance including database instance capacity planning and implementation; plans, develops, implements and administers disaster recovery plans for the database environment to ensure database integrity.
4. Coordinates the management of an Oracle server distributed environment; manages databases, storage, complex user privileges and database users.

5. Provides PeopleSoft application support and maintenance; manages and implements PeopleTools upgrades, PeopleSoft application upgrades and PeopleSoft patches and fixes; provides security management of PeopleSoft systems in the absence of the system security manager; consults with system security manager and Information Technology Security Officer regarding new or revised security policies and procedures.
6. Maintains current knowledge of technological developments associated with the enterprise database infrastructure and associated applications; tracks and tests new technology and techniques; participates in vendor product evaluations and selection and in planning and implementing new solutions and improvements to the existing Oracle infrastructure.
7. Designs and creates new databases and refreshes test database environments.
8. Participates in department budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for computer equipment and supplies.
9. Evaluates complex business problems and effectively communicates alternative solutions to users and technical and administrative staff.
10. Documents assignment status as required; appraises administration of problems or unexpected resource requirements.

**Marginal Functions:**

1. Participates in meetings and committees as necessary.
2. 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:** Five years of increasingly responsible experience in programming, systems analysis and database management including at least two years of experience managing Oracle databases.

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

**Preferred Qualifications:**

Experience serving as a lead to other staff.

**Knowledge of:**

1. Principles and practices of relational database systems and Enterprise Resource Planning (ERP) systems.
2. Principles and practices of managing complex Oracle databases.
3. System database software installation, maintenance, backup, recovery and testing procedures.
4. Linux and Unix utilities, tools and operating systems.
5. Principles and techniques of complex computer programming, systems analysis, programming documentation; programming languages, operating methods and available software.
6. Logical and physical database design, modeling, programming and implementation; performance and tuning methodologies.
7. Problem diagnosis, analysis and resolution techniques.

8. Uses, capabilities, characteristics and limitations of computers, peripherals and related equipment.
9. Records storage and handling techniques.
10. Federal and state laws, codes and regulations and policies and practices pertinent to assigned areas of responsibility.

**Skill in:**

1. Designing, implementing, documenting and maintaining complex databases.
2. Analyzing complex data processing systems, identifying problems and developing logical conclusions and effective solutions.
3. Analyzing, designing, programming, installing, documenting and maintaining highly complex computer applications.
4. Gathering, analyzing and organizing information in preparation for programming.
5. Preparing work plans and timelines for projects and proposed systems.
6. Managing system resources in an Oracle server distributed environment.
7. Maintaining data integrity of the database.
8. Serving as a project lead for small to medium-sized projects.
9. Assigning and inspecting the work of lower-level staff.
10. Communicating clearly and effectively, both orally and in writing.
11. 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.
12. Establishing and maintaining cooperative working relationships with those contacted in the course of work

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works primarily in an office environment with a computer, monitor, keyboard and mouse and has regular exposure to computer screens and other standard business 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 use hands repetitively to operate computers and standard business equipment; close visual acuity to view computer screens.

**TERMS OF EMPLOYMENT.**

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