State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. INTCSPL3E61N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** TECH, MGMT AND BUDGET - IT
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Agency Services Tech & DB Support
4. Civil Service Position Code Description INFO TECH SPECIALIST-3	**10. Division** Agency Services supporting Technology & Database Services (TDS)
5. Working Title (What the agency calls the position) Database Administrator Specialist	**11. Section** Databases and Architecture
6. Name and Position Code Description of Direct Supervisor KOTA, NAGRAJ V; INFO TECH MANAGER-3	**12. Unit** Database Team 2
7. Name and Position Code Description of Second Level Supervisor KODALI, SRINIVAS; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** Elliott Larsen Building 320 S Walnut St. Lansing, MI 48933 / 8:00am-5:00pm, Monday-Friday / Hybrid schedule

14. General Summary of Function/Purpose of Position

This position serves as a specialist responsible for designing, administering, and supporting Microsoft SQL Server database environments that enable critical MDHHS applications and services. It establishes and maintains standards, policies, and procedures related to installation, configuration, security, integrity, high availability, disaster recovery, backup and recovery, performance, and software upgrades.

The role provides database design, planning, and advanced technical support for essential MDHHS systems, including STARLIMS, Electronic Birth Certificate/Vital Records (EBC), Newborn Screening (NBS), Cancer Registry, and other assigned applications. These environments include internal and external MDHHS and State of Michigan components, with some systems integrating with State of Michigan Health Information Exchange (HIE) initiatives. The position offers specialized expertise in database high availability, disaster recovery, advanced backup and recovery, and security, including HIPAA requirements.

As a specialist, the position resolves complex issues escalated by junior database administrators related to security, performance tuning, availability, and advanced backup and recovery. It also designs, develops, and supports Extract, Transform, and Load (ETL) interfaces between MDHHS SQL Server environments and other database platforms, such as Oracle and Informix. Integration responsibilities include interfaces supporting the State of Michigan HIE, Electronic Health Records, Bureau of Laboratories systems, HIVLabs, Vital Records, MDHHS CHAMPS, DHS Bridges, and the State of Michigan Data Warehouse.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **80**

Database architectural design and performance management technical authority. Responsible for database modeling and design in support of the development and performance of mission critical agency applications. Provides resolution to escalated database support issues. Technical subject matter expert in the areas of database management, performance, security, modeling, and design concepts. Oversight of database security on an ongoing basis to prevent unauthorized database access. Authorize developers and user access to database in a controlled environment.

Individual tasks related to the duty:

• In direct collaboration with the Information Technology Solutions Architect, design information technology solutions and serve as architectural leader for database design and functionality in support of software applications and system interfaces across multiple hardware and software platforms.
• Plans and designs the database hosting architecture in compliance with state standards, strategic direction, and the system business requirements.
• Design and provide technical leadership for the management of the physical structure of development and production databases providing acceptable performance.
• Responsible for the development, documentation, and enforcement of database models, designs, management, and access controls.
• Oversee the creation and validation of the physical database (tables, columns, indexes, partitions, table spaces, triggers, constraints, stored procedures, etc.); initial setup of all database instance and schema parameters; server and file system setup; space allocation; working with data warehouse staff on writing and maintaining scripts that transfer transactional data to the data warehouse; etc.
• Provide technical leadership for the development and organization of the databases.
• Provide technical leadership for software installations, upgrades, patches, and configuration changes of relational database management systems.
• Planning and determining impacts for scheduling changes in the operations of the database management systems.
• Responsible for the resolution of escalated support issues surrounding database management, system monitoring, tuning, and optimization to ensure that the database management system is working to meet data performance requirements.
• Serve as an expert in designing and identifying effective use of shell scripting as it relates to database administration and overseeing its implementation.
• Provides management with a long-term perspective on the relationship of database technology to supported systems.
• Using available DBMS management tools available to DTMB staff, regularly analyze access to the department's data; investigate and eliminate all unauthorized data access.
• Ensure end users' access to data is via the applications only.
• Ensure data security policies and procedures are adhered to.
• Ensure the enforcement of database security standards.
• Provide authoritative consultation and direction to the Server Group System Administrators to conduct regularly scheduled data backup and data recovery, as needed.
• Provide authoritative consultation and direction to developers and their supervisors to ensure relevant development data is backed up and recoverable when needed.

Duty 2

General Summary: **Percentage:** **10**

Provide consultation and direction to the Enterprise Backup and Recovery (EBUR) team to develop and enforce backup and recovery policy. Perform regularly scheduled backups on all production, test, and recovery databases as needed.

Individual tasks related to the duty:

• Provide authoritative consultation and direction to the EBUR unit to ensure the backup process has the correct policy and the policies are working correctly.
• Provide database access to new users and remove unauthorized users from the system
• Mentor DBAs on database security related issues.
• Provide SQL and PL/SQL coding expertise (includes writing functions, procedures, and packages; reviewing, analyzing, and testing code written by others, for database performance reasons; etc.)
• Assessment and implementation of new technologies to database administrators and application development.
• Oversee regularly scheduled data recovery to ensure backed up data is recoverable.
• Perform regular tests of recovery process to ensure data recovery is possible without data loss.

Duty 3

General Summary: **Percentage:** **5**

Provide authoritative consultation and direction to developers and junior DBAs to writings, debugging, and maintaining Oracle SQL and PL-SQL Stored Procedures, Packages, and Functions.

Individual tasks related to the duty:

• Provide SQL and PL/SQL coding expertise (includes writing functions, procedures, and packages; reviewing, analyzing, and testing code written by others, for database performance reasons; etc.).
• Train and support application programmers who are writing database functions, procedures, and packages.
• Lead the development of database policies, procedures and standards as they relate to stored procedures, packages, and functions and ensure that they are adhered to by developers and junior DBAs.
• Develop training plans and demonstration to help developers and users to better understand application database security.
• Consult in the development effort by implementing business rules and logic.
• Provide consultation to developers in application design issues as they relate to the longitudinal/multidimensional database.
• Provide consultation to developers in writing efficient and optimized SQL and MDX queries.
• Provide consultation to developers in application problem determination and resolution.

Duty 4

General Summary: **Percentage:** **5**

Perform special assignments as required. Serve as a key staff member as it relates to the overall operations and objectives of the section.

Individual tasks related to the duty:

• Make presentations about complex data processing applications to systems users and agency management representatives.
• Lead or participate in task forces, special committees, and research groups to support development of major data processing applications and establishment of agency standards.
• Lead and/or attend staff meetings, informal and formal training classes, seminars, and conferences.
• Prepare status reports as requested.
• Lead, direct, and participate in key decision-making activities related to budget needs, unit operations, staffing, etc.
• Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

• Changes in the look and feel of assigned databases - affects the supported agency
• Implementation of authorized changes to the assigned databases- affects the supported agency
• Database optimization decisions based on database performance analysis – affects the supported agency
• Decisions regarding allocation of system resources – affects the supported agency and DTMB development and database staff

17. Describe the types of decisions that require the supervisor's review.

• When process will require endorsement from managers of other impacted systems, and/or impact budget and staffing needs.
• When a decision impacts the strategic priorities of the client agency.
• Security considerations impacting the enterprise or requiring additional review by policy.
• Recommendations for technical design that may have a direct impact on other the supported agency's systems, other State Agency systems or the data warehouse.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standard office environment. Use of personal computer using keyboard and mouse to perform trouble shooting, create and edit technical materials, communications with staff and clients, and reports. A minimum effort may be required to walk or drive to other locations. Majority of work is performed sitting at an ergonomic workstation suitable for a personal computer or attending meetings in standard conference room settings. This position is subject to stress and pressure to resolve problems quickly and
effectively.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

• Installation of SQL Server database software
• Configuration of SQL Server instances and creation of databases
• Establishment and management of user accounts and role based access controls
• Execution and oversight of SQL Server database backup and recovery operations
• Performance tuning and optimization of databases
• Installation of software patches and updates
• Management of the database framework to ensure audit compliance in accordance with all DTMB policies and procedures
• Providing direction and guidance to the team in the delivery of database services
• Collaborating with server teams, development teams, and other stakeholders to deliver value to MDHHS
Critical Role: Database Administration
Competencies: Honesty/Integrity, Customer Focus, Communication, Adaptability, Innovation, Technical/Professional /Knowledge, Initiating Action.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

PD update, the essential duties and task have not changed the update is using the current template and new applications.

25. What is the function of the work area and how does this position fit into that function?

The main function of the work area is Technology & Database and Services. This position needs to fully understand the MDHHS SQL Server database infrastructure and how it operates in order to evaluate and assess the potential impact of software upgrades, software patches, or changes in hardware/software configurations. The work performed by person in this position contributes to the effective operation of several highly critical MDHHS applications and ensures high availability, security, optimal performance, functionality and data integrity of the underlying database infrastructure. MDHHS and State of Michigan have a strong need to implement and support secure exchange, integration, sharing, and retrieval of electronic health information between MDHHS database systems. This position is critical in providing expertise in establishing, configuring and supporting these needs.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor’s degree with at least 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

EXPERIENCE:

Information Technology Specialist 14 - 15
Three years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11 or one year equivalent to an Information Technology Infrastructure or Programmer/Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

• Database Architecture & Design – Relational database design principles, data modeling, indexing, partitioning, and optimization.
• Database Management Systems (DBMS) – Proficiency with SQL Server, PostgreSQL, or similar enterprise-level databases.
• Performance Tuning & Optimization – Query optimization, indexing strategies, caching, and resource management for high-performance databases.
• Backup & Disaster Recovery – Enterprise backup and recovery strategies, failover mechanisms, and disaster recovery planning.
• Database Security & Compliance – Access controls, encryption, authentication, authorization, auditing, and compliance with industry standards (NIST, ISO 27001, COBIT, ITIL).
• SQL Development – Writing and optimizing stored procedures, functions, triggers, and advanced queries.
• Automation & Scripting – Shell scripting (Bash, PowerShell, Python) for database automation, monitoring, and maintenance.
• Enterprise IT Infrastructure & Systems Integration – Networking, cloud computing, and system interfaces relevant to database management.
• Software Development Best Practices – Agile methodologies, DevSecOps, and SDLC processes as they relate to database management.
• IT Governance & Change Management – Policies, regulations, and best practices for database change management and governance.
• Database Administration & Maintenance – Configuration, monitoring, troubleshooting, and managing database environments.
• Query Writing & Optimization – Efficient SQL queries, execution plan analysis, and performance tuning.
• Technical Leadership & Consultation – Providing expert guidance, mentoring junior staff, and advising development teams.
• Security & Access Control Management – Implementing and enforcing security measures to protect enterprise data.
• Incident Response & Problem-Solving – Diagnosing and resolving database performance, security, and operational issues.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor | **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

AMY MILLER | 9/30/2026

Appointing Authority | **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee | **Date**