State of Michigan
Civil Service Commission

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

Position Code
1. INTCSPL3

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 Supporting DHHS
4. Civil Service Position Code Description Info Tech Specialist-3	**10. Division** Technology & Database Support
5. Working Title (What the agency calls the position) Database Administrator Specialist ITS 14	**11. Section** Architecture & Database Support
6. Name and Position Code Description of Direct Supervisor BORUSZEWSKI, RAYMOND J; INFO TECH MANAGER-3	**12. Unit** Database Support Team 1
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, 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 will provide support for the Oracle databases of MDDHS applications such as MPI, MiAIMS, and Child Day Care I-Billing. The incumbent will maintain the integrity, security, and availability of their assigned databases and ensure the Oracle databases comply with all DTMB database standards, policies, and procedures. This position will assist in the development of policy for managing databases such as backup/recovery, startup, and shutdown; monitoring, estimating, and planning; performing performance tuning: identifying and solving minor and major, bugs and issues; and providing ongoing production support regarding the creation of new tables, columns, indexes, scripts, etc. This position will work with developers and others to support their ability to use the data to further the interests of the department including data cleanup, conversions, running scripts, synchronizing versions, and providing expertise in SQL and PLSQL coding to developers and other database analysts and administrators. In addition, this position is responsible for working with the Database Infrastructure Specialist DBA regarding database software configuration and space utilization and requirements, as well as with the Database Security Specialist DBA on database security issues.

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 databases 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 processes 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.

A minimum amount of effort may be required to walk or drive to locations other than primary work locations.
Position 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?

This position has responsibility for the development, implementation, and continued operation of the supported MDHHS database environment. This responsibility includes operation of the server and SQL, Sybase, or Oracle DBMS supporting the supported MDHHS client/server applications. Must be able to communicate effectively both orally and written with other analysts, project managers and with the user both listening and lending professional advice. This position must work in a team-focused environment. Overtime may be required, and the position may be required to be on call during non-working hours.

Critical Role: Database Administration
Competencies: Adaptability, Building Strategic Working Relationships, Communication, Initiating Action, Technical/Professional Knowledge

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

Establishment

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

Each area within the division develops, implements, and maintains the automated data processing systems required by the Bureau and Offices within the Michigan Department of Health and Human Services (MDHHS). It must perform these activities in compliance with ever changing State and Federal regulations and mandated legal priorities and deadlines while adhering to prevailing agency policy/procedures/standards and maintain operation effectiveness. This position is the Oracle Database Administration Specialist responsible for the integrity and availability of MDHHS's Oracle databases.

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:

• Knowledge and experience with large relational database administration and experience with Microsoft SQL Server database administration is required. This includes relational database design principles, data modeling, indexing, partitioning, and optimization.
• Demonstrated proficiency with Oracle, SQL Server, PostgreSQL, or similar enterprise-level databases. Experience writing and optimizing Structured Query Language (SQL & PL/SQL) stored procedures, functions, triggers, and advanced queries is required as well as ensuring security, efficiency, and performance in database architecture..
• Ability to optimize queries, fine-tune indexing strategies, caching, and resource management for high-performance databases, and ensure data integrity through regular backups and recovery testing.
• Experience deploying Enterprise backup and recovery strategies, failover mechanisms, and disaster recovery planning. Ability to implement and enforce security measures to protect Enterprise data is required.
• Ability to ensure database security involving access controls, encryption, authentication, authorization, auditing, and compliance with industry standards (NIST, ISO 27001, COBIT, ITIL).
• Knowledge and experience with Shell scripting (Bash, PowerShell, Python) for database automation, monitoring, and maintenance.
• Ability to effectively handle Enterprise IT Infrastructure & Systems Integration through networking, cloud computing, and system interfaces relevant to database management.
• Experience following software development best practices such as Agile methodologies, DevSecOps, and SDLC processes as they relate to database management.
• Demonstrated familiarity with policies, regulations, and best practices for database change management and governance.
• Experience providing expert guidance, mentoring junior staff, and advising development teams.
• Demonstrated skill in interpersonal relationships and communications in the following areas: collaborating with developers, system administrators, and business analysts, and creating and maintaining clear documentation for database operations and security.

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a vehicle.

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 10/15/2026

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**