

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency Technology, Management & Budget
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Agency Services
4. Civil Service Classification of Position Information Technology Programmer Analyst P11	10. Division TDS
5. Working Title of Position (What the agency titles the position) Database Administrator	11. Section Database and Architecture
6. Name and Classification of Direct Supervisor Nagraj Kota ITM14	12. Unit Database Team 2
7. Name and Classification of Next Higher Level Supervisor Srinivas Kodali – SAM 15	13. Work Location (City and Address)/Hours of Work Elliott Larsen Building 320. S. Walnut St. Lansing MI – 48933 8am to 5pm

14. General Summary of Function/Purpose of Position

As a Database Administrator, the employee performs a complete range of information system database analyst assignments including, but not limited to, designing, developing, testing, and implementing SQL Server database systems for test and development environments within MDHHS. Under the guidance of a senior-level DBA, this position will perform database administration tasks and duties such as database installation and configuration, database design, development and deployment, database performance monitoring, tuning and troubleshooting, database security design and implementation, database backup, recovery and data management. This position will be involved in implementing flexible, scalable, and reliable database environments primarily on Windows platforms, via standard data management practices applied to database software configuration, migrations, upgrades and management, database hardware/software integration, database security, disaster recovery, and database performance tuning. This position will establish, manage, and enforce database policies, standards, guidelines, and procedures, as well as develop procedures/packages for automating the propagation of variable data to the applications like the app owner passwords and make recommendations on optimal performance of applications from the database perspective. The position performs tasks involving numerous variables both within, and external to, the scope of DHHS databases and requires considerable knowledge in the areas of computer system architecture, database management, security, business continuity, and familiarity with project management methodologies.

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 55%

As Database Administrator, under guidance of immediate supervisor or senior DBA, participates in 24x7 software support for SQL Server databases following industry and DTMB development standards. Evaluate impacts of change and new technology, recommend solutions to persistent problems, and serve Agency Services liaison to external consultants.

Individual tasks related to the duty.

- Follow and enforce database standards, policies & procedures. Research and draft guidelines within the boundaries of current policies and standards.
- Through continuous education, keep abreast of new technology and standards. Report back findings to senior-level DBA and team regarding current assignments and apply that learning to environment.
- Monitor space allocation across databases. Under direction of a senior-level DBA, perform adjustments in test and development environments as necessary and as prescribed by predefined standards/guidelines.
- Calculate disk space requirements for existing and/or new installations of existing business needs working with a senior-level DBA as necessary.
- Modify DBMS parameters based on capacity changes as determined by senior-level DBA.
- Under the authorization of a senior-level DBA:
 - configure and execute database integrity checks.
 - implement the strategy to release unused space or repair fragmentation in test and development environments.
 - install database management software for development and test environments.
 - install database patches and service packs for development and test environments.
 - monitor and support clustered database environments.
 - monitor and support database replication.
 - monitor and support database backup environments.
 - execute (run) scripts provided by Systems Analysts or Database Architect/Designer for creating and modifying database objects (tables, views, constraints, indexes, etc.)
 - implement roles and profiles
- Working with senior-level DBAs, research security patches.
- Create database user accounts and new schemas in development and test environments.
- Implement & enforce standard password security policies.
- Implement audit options.
- Perform Data Export/Import/Load and data transformations between databases in development and test environments.

- Perform development and test data file transfers between different systems.
- Monitor for database space utilization and report issues to senior level DBAs. Resolve fragmentation in development and test environments.
- Monitor for database integrity checks. Report integrity issues to senior level DBAs.
- Monitor database back-ups to ensure recoverability. Troubleshoot backup errors and report unresolved issues to a senior-level DBA.
- Monitor development, test and production database environments for performance. Notify senior-level DBAs about performance issues and participate in resolution
- Identify, monitor, and report locking conflicts to senior-level DBAs.
- Monitor for undo/redo/transaction log configuration issues affecting database functionality and performances and report them to senior-level DBAs.
- Review server-generated and threshold based alerts, resolve alerts or notify senior-level DBAs as necessary.
- Monitor database environments (using alert logs, trace files, alert mechanisms, and other tools) for issues and problems with database functionality, connectivity, or downtime.
- Monitor database jobs and scheduled processes in development, test and production environments. Notify senior-level DBAs and application support staff about any issues. Participate in troubleshooting.
- Agrees to follow all policy, standards and procedures of DTMB.

Duty 2

General Summary of Duty 2

% of Time 25

Database security (patches, design, configuration, implementation), disaster recovery planning, and database standards and procedures (review, analysis, implementation) of database security, audit and monitoring, and auditing of user accounts, roles, and profiles, aiding in database disaster recovery design, implementation, and planning.

Individual tasks related to the duty.

- Report all unauthorized activity to immediate supervisor.
- Provide database access to new users and remove unauthorized users from the system.
- Mentor DBAs with lesser experience on database security related issues.
- Via continuous education, keep abreast of new technologies in database administration and application development.
- Monitor regularly scheduled database backups to ensure backed up data is recoverable.
- Under the direction of a senior-level DBA, perform tests of the recovery process to ensure data recovery is possible without data loss and assist the EBUR unit to ensure the backup process has the correct policy and the policies are working correctly.

Duty 3

General Summary of Duty 3

% of Time 10

Relevant database technology training and research involving an understanding of business requirements combined with knowledge of database technology required for developing database solutions for the client agency.

Individual tasks related to the duty.

- Keep abreast of new technology and standards. Report findings to team and apply that learning to environment.
- Actively seek training opportunities for professional development.
- Identify and research database technology trends and software versions.
- Perform pre-deployment research/analysis of database system software installs, upgrades, and configuration changes.
- Plan and attend trainings, as required, to maintain work competencies and skills.
- Identify and share information related to database software tools and technology with application development and technical support staff.

Duty 4

General Summary of Duty 4

% of Time : 10

Organizational activities. Contribute to the overall operation and support of the department.

Individual tasks related to the duty.

- Participate in team meetings and work groups to coordinate standards and methods, and to promote sharing of technical information.
- Assist with database unit work planning efforts.
- Coordinate on-site coverage to meet published service levels for database support.
- Perform time and status reporting per Agency requirements.
- Agrees to follow all policy, standards and procedures of DTMB.

All other duties as assigned

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Decisions involving the resolution of database performance issues, issues with database stability, availability, and uptime, and decisions that involve enforcing database procedures required to improve technical support or database security and/or integrity

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

- Budgetary decisions.
- Decisions impacting team, agency and/or section goals or priorities.
- Proposals to change policies, standards and procedures affecting team, section, and agency.
- Approval of requested hardware and software purchases as per normal departmental approval processes.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

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 prepared 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 classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes. Prepared by management

23. What are the essential duties of this position?

Under the guidance of a senior-level DBA, perform database system software configuration and management, hardware/software integration, enterprise security, disaster recovery, change management, application database management, database architecture design, and organizational protocol (such as enforcing policies, standards, guidelines, and procedures).

- Assist with implement and management of SQL Server database management system software for client agency and enforce security measures to ensure the integrity of data residing within the database architecture.
- Helps with disaster recovery capabilities for data residing within the database architecture.
- Coordinate database implementation and issue resolutions with infrastructure support staff to maximize the availability of database environments.
- Provide direction and coordination to application development analysts and contract vendors to ensure acceptable security measures, database development techniques, and performance capabilities are applied to all application databases.
- Enforce appropriate database policies, standards, guidelines, and procedures.

Competencies: Adaptability, Building Trust, Communication, Contributing to Team Success, Customer Focus, and Technical/Professional Knowledge

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

No changes in duties and responsibilities. This is a backfill.

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

MUST BE FILLED IN AND UNIQUE TO POSITION

The Technology & Database Support division provides application, web, and database hosting support services to the application development sections and DHHS. The function of the work area is to provide a dependable, secure, load-bearing core database architecture that fully supports business application databases and ensures the integrity of the data for the client agency. This position will serve as the Database Administrator responsible for the SQL Server database hosting architecture and for providing effective, efficient, and flexible database environments for DHHS. The position will provide database support, administration, and maintenance via standard Data Management practices applied to database system software configuration and management, database hardware/software integration, database security, disaster recovery, and database performance tuning.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.
EDUCATION: Bachelor's degree with not less than 21 semester (32 term) hours in computer sciences, data processing, computer information systems, data communication, networking, systems analysis, computer programming, or mathematics.
EXPERIENCE: No specific amount or type is required. Equivalent combinations of education and experience that can be shown to provide the required knowledge, skills and abilities will be evaluated on an individual basis.
KNOWLEDGE, SKILLS, AND ABILITIES: KNOWLEDGE OF: - Database management and administration methods, data integrity, security, and disaster recovery concepts - Transact SQL • SQL server database design and modeling SKILLED/EXPERIENCE IN: - SQL server database administration skills in complex hosting environments - Database packages, stored procedures, functions, and triggers - SQL server database software installations, migrations, and version upgrades and performance monitoring, tuning, and database optimizations ABILITY TO: - Communicate effectively and excel in interpersonal relationships Be organized, creative, adaptable to changing priorities, and dedicated to the security and data management responsibilities of the position
CERTIFICATES, LICENSES, REGISTRATIONS: Duties may involve the use of a personal vehicle.
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>
27. 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's Signature Date
TO BE FILLED OUT BY APPOINTING AUTHORITY
28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.
29. I certify that the entries on these pages are accurate and complete.
Appointing Authority's Signature Date