

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 MDE, CEPI, MDCR, MCSC, & MiLEAP
4. Civil Service Position Code Description Info Tech Specialist-3	10. Division MDCR, MCSC, & MiLEAP/MDE & CEPI Infrastructure
5. Working Title (What the agency calls the position) Database Administrator Specialist	11. Section Data, Infrastructure, & Analytics
6. Name and Position Code Description of Direct Supervisor POTTER, WENDY S; INFO TECH MANAGER-3	12. Unit Data
7. Name and Position Code Description of Second Level Supervisor BENNETT, BOBBIJO M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 702 W. Kalamazoo St., Lansing, MI / 8:00 am – 5:00 pm, Monday – Friday Hybrid

14. General Summary of Function/Purpose of Position

The Database Administrator Specialist is responsible for the design, management, security, and performance optimization of mission-critical databases supporting Center for Educational Performance and Information (CEPI) applications. This role serves as a technical subject matter expert in database design, security, modeling, and performance, ensuring the integrity, availability, and efficiency of enterprise data systems. This position plays a critical role in safeguarding, optimizing, and evolving database systems to support the agency's mission, ensuring high availability, security, and efficiency in data management.

The database environment includes:

- Multiple SQL Server instances
- Multiple Collection Environments (Development, Quality Assurance/Testing, Pre-Release, and Production)
- Numerous SQL Reporting Services Servers
- 35+ collection databases
- 100+ analysis databases

This position serves as the Subject Matter Expert (SME) for CEPI's Collection data systems. It requires significant independent judgment in designing, governing, and advancing CEPI's data environment, with responsibilities that extend well beyond traditional senior database administration. The role leads the development and maintenance of complex data models, establishes and enforces Data Management strategies, and maintains robust architectural standards that promote data standardization, cross-system integration, and reusability across statewide applications. This position is accountable for systemwide model integration, statewide data model implementation, and ensuring compliance with enterprise data governance and classification requirements.

In addition to providing technical oversight of CEPI's Collection data structures, ETL processes, and database operations, the position's primary focus is strategic and data modeling oriented. It supports database development, long-range planning, and comprehensive state and federal reporting compliance. The role acts as a liaison across CEPI, while also collaborating with agency partners, and external stakeholders ensuring data solutions are aligned, efficient and secure. It provides technical leadership to both the DBA team and business partners, ensuring that CEPI's data architecture is forward-looking, cohesive, and capable of supporting evolving statewide information needs.

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: 60

Technical expert responsible for database design principles and performance management. 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 the technical leader for database design and functionality supporting software applications and system interfaces across diverse hardware and software platforms.
- Plans and designs the database hosting environment in compliance with state standards, strategic direction, and 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.
- 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.
- Designs, develops, implements, and manages all facets of data services and governance to support effective enterprise.

Duty 2

General Summary:

Percentage: 20

Enterprise data governance leadership. Responsible for designing, developing, and maintaining data models to ensure consistent, secure, and efficient use of data across all applications and business domains. Provides strategic direction for data governance, data standardization, and master data management to support data sharing, reduce redundancy, and optimize the value of the state's data assets. Ensures alignment of data management practices with enterprise information management strategies, security requirements, and long-term organizational goals.

Individual tasks related to the duty:

- Designs, develops, implements, and manages all facets of data services and governance to support effective enterprise data use.
- Develops and maintains the statewide data model to ensure integrated use across all applications.
- Coordinates and integrates system data models and design to promote data sharing, eliminate redundancy, and optimize use of the state's data resources.
- Provides data modeling and design guidance, including identification of data entities, dependencies, and relationships.
- Performs development of data management strategies to ensure data security and appropriate data retention.
- Research and promotes opportunities for data reuse while balancing centralization and replication considerations.
- Ensures data integration with internal organizations and external business and IT partners
- Promotes data standardization in collaboration with application developers, business analysts, and database administrators.
- Develops a Master Data Management strategy aligned with Enterprise Information Management.
- Develops an Information Model aligned with Enterprise Information Management.
- Coordinates with data stewards to develop, communicate, and enforce data classification policies and standards.
- Advises and consults on data-related audits.
- Researches and promotes data architecture principles, best practices, standards, and procedures.

Duty 3**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.
- Collaborates with Business and Security Analyst to create and Maintain Role based groups and access.
- 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.
- Provides authoritative consultation and direction to the EBUR unit to ensure backup policies are accurate, sufficient, and functioning correctly.

Duty 4**General Summary:****Percentage: 5**

Provide authoritative consultation and direction to developers and junior DBAs to write, debugging, and maintain 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 plan 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.
- Participate in DTMB DBA Governance groups and Policy implementation.
- Seeks out and participates in ongoing training opportunities and shares acquired knowledge with the team to strengthen collective skills and support continuous improvement.

Duty 5**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.
- Technical decisions regarding data design and structure that have broad impact across development projects, development teams, and system users.
- Technical decisions on the technologies used to implement systems, influencing all development projects, staff, and system users.
- Decisions on the best approach to resolve technical issues and troubleshoot problems – affects all development projects, development staff, and system user.
- Planning, developing, and administering related policies and procedures – affects all development projects, development staff, and system users.

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.
- When requested hardware and software purchases as per normal departmental approval processes.

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.

- It requires the ability to sit and concentrate for long periods of time as well as paying attention to detail.
- The work will be performed in a routine office environment.
- Occasional physical effort may include lifting some heavy items such as boxes, computer equipment and/or manuals.
- Occasional travel may be required by all modes of transportation, in state and out of state.
- Occasional overtime may be required.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 Collection data including development, implementation, and continued operation of the supported agency's database environment. This responsibility includes operation of the server and SQL, Sybase, or Oracle DBMS supporting the supported agency's 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: Honesty/Integrity, Customer Focus, Technical/Professional /Knowledge, Decision Making, Initiating Action, Managing Work, Communication, Contributing to Team Success

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?

The work area is responsible for establishing and advancing CEPI's statewide data architecture, ensuring that data structures, models, and integration frameworks support long-term strategic goals, statewide interoperability, and compliance with State and Federal requirements within the Collections data set. Serves as an expert in data modeling, providing the specialized expertise needed to design, govern, and evolve CEPI's statewide data environment. This position defines and maintains enterprise data models, leads Master Data Management strategy, and ensures that data standards, metadata practices, and architectural frameworks are consistently applied across systems. Maintain data alignment with architecture decisions with statewide priorities and ensure that data is interoperable, reusable, and compliant with governance and classification requirements. Provides guidance, direction, and long-range planning to support statewide data integration, system modernization, and enterprise-level data initiatives. Its role is central to promoting data standardization, improving cross-system alignment, and ensuring that CEPI's data architecture remains scalable, secure, and capable of supporting evolving State and Federal reporting 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:

- Knowledge and experience with large relational database administration and experience with Microsoft SQL Server database administration is required. This knowledge and experience must be current and relevant.
- Working knowledge of operating systems, network administration, and project management.
- Experience writing Structured Query Language (SQL) and stored procedures is required.
- Knowledge and/or experience in creating a data warehouse, and expertise with related OLAP and data warehouse tools (with a preference toward the SAS toolset), is required.
- Knowledge and experience designing and supporting Metadata is required.
- Knowledge and experience using code repository and change management tools such as DevOps is required.
- Knowledge and experience applying data security standards and regulations (e.g. FERPA and NIST.)
- Ability to plan, direct, and coordinate department-wide Database Administration objectives.
- Ability to model data, and design databases, including use of related design tools
- Ability to define policies, standards, and procedures based on database concepts.
- Skills in interpersonal relationships and communications.
- Ability to exercise independent judgment and work well under pressure.
- Ability to diagnose and resolve problems quickly.
- Ability to create oral and written communications.
- Ability to be organized, creative, adaptable to changing priorities, and dedicated to the security and data management responsibilities of the position.
- Ability to establish and maintain effective relationships with clients and matrix support teams and treat others fairly.
- Ability to keep customers and team members informed and respond to customer requests in a timely manner with positive communication.
- Ability to show respect to all team members, actively contribute in team meetings and share information.
- Ability to resolve complex problems in a timely manner and seek optimum solutions.

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

Appointing Authority

7/6/2026

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