Orange County Department of Education
Human Resources Department
Classified Management Class Specification

Systems and Database Analyst	**Class Code: 1368**
	Work Days: 225

GENERAL PURPOSE

Work with Software Applications to develop systems and database test plans; collaborate with Applications Development, Network, and Software Applications staff to assess and test hardware and software interaction; implement and test database design, functionality, and tuning for performance; manage, monitor, and maintain databases; make requested changes, updates, and modifications to database structure and data; ensure database integrity, stability, and system availability, maintain hardware and software license inventory; document configurations; install operating system software, patches, and upgrades; perform system backups and recovery; conduct server builds; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.

2. Monitor system and database performance and provide security measures, troubleshooting, and maintenance as needed.

3. Maintain database standards and naming conventions.

4. Install and configure servers to meet functional specifications.

5. Resolve issues and restore service following system failures and outages.

6. Perform ongoing hardware and software maintenance and upgrades.

7. Install updates and patches as necessary to resolve problems or as prerequisites for upgrades or other projects.

8. Research, test, and verify the proper functioning of software patches and fixes.

9. Provide enterprise support for all applications and Windows operating systems.

10. Maintain all Storage Area Networks.

11. Maintain an enterprise-wide backup solution.

12. Generate documentation for staff and training.

13. Enforce database standards and procedures.

14. Enforce security standards.

15. Demonstrate attendance sufficient to complete the duties of the position as required.

16. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Database Management Systems such as MS SQL Server databases.

2. Operating Systems such as Microsoft Windows.

3. Cloud computing technology.

4. Performance tuning and database troubleshooting.

5. Database performance tuning.

6. Upgrade and patch processes.

7. Data backup and archiving solutions.

8. Storage Area Network devices.

9. Microsoft Windows Active Directing.

10. E-Mail Messaging Solution such as Microsoft Exchange.

11. Procedures, methods, and techniques of project and workflow management and organization.

Ability and Skill to:

1. Manage multiple projects/requests.

2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.

3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.

4. Interpret and apply federal, state, and local laws, codes, and regulations.

5. Prepare complex, clear, and concise reports.

6. Communicate clearly and concisely, both orally and in writing.

7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

8. Establish and maintain effective working relationships with those contacted in the course of work.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in a computer-related field and two (2) years of experience in the areas of software, operating systems such as Windows server solutions, and UNIX, systems hardware, data storage solutions, and databases; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification often lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. This position may include the need to traverse uneven surfaces. May move items weighing up to 50 pounds and lift up to 100 pounds with assistance.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.