AUDITOR OF STATE CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: DATA BASE ANALYST	SERIES NO.: 6415
	MAJOR AGENCIES: AUDITOR OF STATE ONLY	EFFECT. DATE: NEW EFF. DATE: 01/10/1999

SERIES PURPOSE:
THE PURPOSE OF THE DATA BASE ANALYST OCCUPATION IS TO MAINTAIN &/OR DESIGN COMPUTER DATA BASES.

AT THE LOWER LEVELS, INCUMBENTS PERFORM ROUTINE MAINTENANCE OF DATA BASES, ASSIST IN DESIGN OF DATA BASES, ACT AS LEAD WORKER ON VARIOUS ASPECTS OF DATA BASE DESIGN OR INDEPENDENTLY PERFORM ALL ASPECTS OF DATA BASE DESIGN.

NOTE: CLASS SERIES IS RESERVED FOR USE FOR POSITIONS INVOLVED IN DATA BASE DESIGN & MAINTENANCE FOR MAINFRAME COMPUTERS ONLY.

GLOSSARY: THE FOLLOWING TERMS WILL BE USED IN THE SPECIFICATION AND MEAN THE FOLLOWING:

ACB: ACCESS CONTROL BLOCKS.

DATABASE TOOL/UTILITIES: SUPPORT TOOLS USED TO DETERMINE STATUS OF A DATABASE (E.G., HOW FULL, HOW FRAGMENTED, ENSURES NO BROKEN POINTERS BETWEEN RECORDS) & TO DO PERFORMANCE TURNING (E.G., UNLOADING/RE-LOADING DATA; RESTRUCTURING DATA LAYOUT & FILE SIZES).

DBD: DATA BASE DEFINITIONS.

KEY WORKER: EMPLOYEE DESIGNATED BY DATA BASE ADMINISTRATOR OR OTHER SUPERVISORY/MANAGERIAL PERSONNEL, BY POSITION DESCRIPTION, TO BE PRIMARILY RESPONSIBLE FOR DESIGN & IMPLEMENTATION OF DATA BASES RANGING IN SIZE FROM SMALL TO MEDIUM FOR ASSIGNED AGENCY.

PLATFORM: MAKER/MANUFACTURER OF THE HARDWARE THE DATA BASE SYSTEM RUNS ON; OR MAKER/MANUFACTURER OF THE HARDWARE THE DATA SYSTEM RUNS ON & SIZE & PROCESSING POWER OF THE COMPUTER.

PROJECT LEADER: EMPLOYEE WITH TOTAL RESPONSIBILITY FOR PLANNING, ADMINISTERING & COORDINATING ALL ASPECTS OF & ACTIVITIES RELATED TO DESIGN, IMPLEMENTATION OF DATA BASE SYSTEMS TO BE CARRIED OUT IN CONJUNCTION WITH OTHER INVOLVED PERSONNEL.

PSB: PROGRAM SPECIFICATION BLOCKS.

RELATIONAL DATA BASES:

SMALL DATA BASE SYSTEM: UP TO 25 INTER-RELATED TABLES.

MEDIUM DATA BASE SYSTEM: 25 BUT LESS THAN 45 INTER-RELATED TABLES.

LARGE DATA BASE SYSTEM: 45-70 INTER-RELATED TABLES.

VERY LARGE DATA BASE SYSTEM: MORE THAN 70 INTER-RELATED TABLES.

HIERARCHICAL DATA BASES:

SMALL DATA BASE SYSTEM: UP TO 10 SEGMENT TYPES.

MEDIUM DATA BASE SYSTEM: 20 BUT LESS THAN 40 SEGMENT TYPES.

LARGE DATA BASE SYSTEM: 40 BUT LESS THAN 60 SEGMENT TYPES.

VERY LARGE DATA BASE SYSTEM: MORE THAN 60 SEGMENT TYPES.

CLASS TITLE:
DATA BASE ANALYST 1

CLASS NUMBER:
64151

EFFECTIVE DATE:
01/10/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:
THE ENTRY LEVEL CLASS WORKS UNDER IMMEDIATE SUPERVISION & REQUIRES SOME KNOWLEDGE OF COMPUTER SCIENCE & DATA BASE MANAGEMENT SYSTEMS IN ORDER TO PERFORM ROUTINE MAINTENANCE (E.G., BACKUP, RECOVERY, RESTORATION & REORGANIZATION) OF DATA BASE SYSTEMS, CREATE DATA BASE DEFINITIONS, PROGRAM SPECIFICATIONS & ACCESS CONTROL BLOCKS & WRITE COMPUTER PROGRAMS UNDER DIRECTION OF HIGHER-LEVEL DATA BASE ANALYST &/OR ADMINISTRATOR & ASSIST IN PREPARATION OF PRODUCTION PROCEDURES, OR TO ASSIST IN DESIGN & IMPLEMENTATION OF COMPUTER DATA BASES (I.E., INTERVIEW USERS OF NEW SYSTEMS; IDENTIFY DATA ELEMENTS TO BE CAPTURED & RELATIONSHIP BETWEEN DATA ELEMENTS & THEIR KEYS; CREATE INITIAL DATA BASE DESIGN WITH DATA IN THIRD NORMAL FORM TO INCLUDE GRAPHIC DEPICTION; EVALUATE DESIGN AGAINST ANTICIPATED TRANSACTION RATES & MODES & DATA ACCESS PATHS OF EACH TRANSACTION & DENORMALIZE DESIGN TO MEET PERFORMANCE GOALS; ASSIGN & INDEX CLUSTERS TO TABLES; DEFINE & STRUCTURE TABLES; IMPLEMENT REFERENTIAL INTEGRITY CONSTRAINTS & DEFINE DELETE CONSTRAINTS), ASSIST IN SECURITY & RECOVERY OF DATA BASES, WRITE COMPUTER PROGRAMS TO ACCESS ON-LINE DATA BASES & RESPOND TO 'PRODUCTION DOWN' PROBLEMS ON 24 HOUR BASIS.

CLASS TITLE:
DATA BASE ANALYST 2

CLASS NUMBER:
64152

EFFECTIVE DATE:
01/10/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:
THE DEVELOPMENTAL LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES WORKING KNOWLEDGE OF COMPUTER SCIENCE & DATA BASE MANAGEMENT SYSTEMS IN ORDER TO ASSIST IN ELEMENTARY ASPECTS OF DATA BASE DESIGN & MODIFICATION OF SYSTEM IN PRODUCTION (E.G., DATA ELEMENT IDENTIFICATION & DATA GATHERING, DATA NORMALIZATION, CONCEPTUAL & PHYSICAL DESIGN), PERFORM MAINTENANCE OF DATA BASE SYSTEMS, ASSIST HIGHER-LEVEL DATA BASE ANALYST WITH TURNING & TESTING NEW RELEASES, PREPARE OPERATIONAL PROCEDURES FOR PRODUCTION OPERATIONS & CONDUCT FEASIBILITY STUDIES TO INCLUDE TIME & COST ESTIMATES, OR TO ACT AS KEY WORKER IN DESIGN & IMPLEMENTATION OF DATA BASES, DEVELOP, EXECUTE & TEST DATA BASE LEVEL BACKUP & RECOVERY PROCEDURES, DEVELOP & TEST PROGRAMS & DATA BASE DESCRIPTOR MODULES TO ENSURE WORKABILITY OF PROGRAM/SYSTEM PARAMETERS & ADD, DELETE &/OR MODIFY DATA IN DATA BASES, CREATE & INITIALIZE TEST & PRODUCTION SYSTEM FILES, MAINTAIN & UPDATE DATA DICTIONARIES, REVIEW DATA STORED IN DATA BASES IN ORDER TO CHANGE PARAMETER/FIELDS & RESPOND TO 'PRODUCTION DOWN' PROBLEMS ON 24 HOUR BASIS.

CLASS TITLE:
DATA BASE ANALYST 3

CLASS NUMBER:
64153

EFFECTIVE DATE:
01/10/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:
THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES CONSIDERABLE KNOWLEDGE OF COMPUTER SCIENCE & DATA BASE MANAGEMENT SYSTEMS IN ORDER TO ACT AS TEAM LEADER (I.E, PROVIDE WORK DIRECTION & TRAINING) OVER LOWER-LEVEL DATA BASE ANALYSTS &/OR OTHER INFORMATION TECHNOLOGY PERSONNEL IN ELEMENTARY DATA BASE DESIGN,

MONITOR EFFICIENCY OF DATA BASE PERFORMANCE & EMPLOY TUNING MEASURES TO IMPROVE PERFORMANCE USING HIGH-LEVER INFORMATION MANAGEMENT SYSTEM TOOLS/UTILITIES, PARTICIPATE IN ADVANCED PHASES OF DATA BASE DESIGN, TEST NEW RELEASES OF DATA BASE MANAGEMENT SOFTWARE & ACT AS LIAISON BETWEEN AGENCY DATA BASE SECTION & CONTRACT PERSONNEL, OR TO ACT AS LEAD WORKER (I.E., PROVIDE WORK DIRECTION & TRAINING) OVER LOWER-LEVEL DATA BASE ANALYSTS &/OR PROJECT DESIGN TEAM MEMBERS IN DESIGN, IMPLEMENTATION OF DATA BASES, ASSIST DATA BASE ADMINISTRATOR IN OVERALL DESIGN, IMPLEMENTATION, RECOVERY, SECURITY & MAINTENANCE OF DATA BASES OR COMPUTER SYSTEMS EXECUTING UNDER ONE OR MORE THAN ONE DATA BASE MANAGEMENT SYSTEMS, DEVELOP, & EXECUTE & TEST PROCEDURES FOR DATA BASE LEVEL BACK-UP & RECOVERY, MONITOR DATA BASE GROWTH & PROCESSING EFFICIENCY & RESPOND TO 'PRODUCTION DOWN' PROBLEMS ON 24 HOUR BASIS.

CLASS TITLE:
DATA BASE ANALYST 4

CLASS NUMBER:
64154

EFFECTIVE DATE:
01/10/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:
THE ADVANCED LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES THOROUGH KNOWLEDGE OF COMPUTER SCIENCE & DATA BASE MANAGEMENT SYSTEMS IN ORDER TO INDEPENDENTLY PERFORM ALL ASPECTS OF DATA BASE DESIGN, IMPLEMENT NEW DESIGNS, RECOMMEND NEW DATA BASE MANAGEMENT SOFTWARE, TEST & REVIEW INFORMATION MANAGEMENT SYSTEM CALL PATTERNS IN APPLICATION PROGRAMS & REVIEW APPLICATION TEST RESULTS TO ENSURE DATA BASE IS DESIGNED & TURNED EFFICIENTLY, OR TO PLAN, ADMINISTER & COORDINATE ALL ASPECTS OF & ACTIVITIES RELATED TO DESIGN, IMPLEMENTATION & OPERATION OF DATA BASE POSSIBLY UNDER MULTIPLE DATA BASE MANAGEMENT SYSTEMS & RESPOND TO 'PRODUCTION DOWN' PROBLEMS ON 24 HOUR BASIS.

CLASS TITLE:
DATA BASE ANALYST 5

CLASS NUMBER:
64155

EFFECTIVE DATE:
01/10/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:
THE TECHNICAL SPECIALIST LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES THOROUGH KNOWLEDGE OF COMPUTER SCIENCE & DATA BASE MANAGEMENT SYSTEMS IN ORDER TO ACT AS PROJECT LEADER BY PLANNING, ADMINISTERING & COORDINATING ALL ASPECTS OF & ACTIVITIES RELATED TO DESIGN, IMPLEMENTATION & OPERATION OF DATA BASE SYSTEMS UNDER MULTIPLE DATA BASE MANAGEMENT SYSTEMS POSSIBLY ACROSS MULTIPLE PLATFORMS, OR TO ASSUME PROJECT LEADER RESPONSIBILITY OVER ALL ASPECTS OF DATA BASE MANAGEMENT SYSTEM DESIGN, IMPLEMENT NEW DESIGN, RECOMMEND NEW DATA BASE MANAGEMENT SOFTWARE, TEST & REVIEW APPLICATION TEST RESULTS & ACT AS PROJECT LEADER OVER SENIOR DATA BASE ANALYSTS &/OR OTHER INFORMATION TECHNOLOGY PERSONNEL IN IMPLEMENTATION & ONGOING DEVELOPMENT OF DATA BASE PORTION OF NEW PROJECTS WITH APPLICANT HAVING TO MEET MINIMUM QUALIFICATIONS STATED HEREIN FOR DATA BASE ANALYST 5, 64155, OR TO PLAN, ADMINISTER & COORDINATE ALL ASPECTS OF & ACTIVITIES RELATED TO DESIGN, IMPLEMENTATION & OPERATION OF DATA BASE SYSTEMS.

CLASS TITLE: DATA BASE ANALYST 1	CLASS NO.: 64151	BARG. UNITS: 51

EFFECTIVE DATE: **NEW EFFECTIVE DATE:**
01/10/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

   PERFORMS ROUTINE MAINTENANCE (E.G., BACK-UP, RECOVERY, RESTORATION & REORGANIZATION) OF DATA BASE SYSTEMS, CREATES DBD, PSB & ACB, OR ASSISTS IN DESIGN & IMPLEMENTATION OF COMPUTER BASES.

ASSISTS IN SECURITY & RECOVERY OF DATA BASES, DEVELOPS & TESTS PROGRAMS & DATA BASE DESCRIPTOR MODULES TO ENSURE WORKABILITY, DELETES, MODIFIES &/OR ADDS DATA IN DATA BASES, CREATES & INITIALIZES, TESTS SYSTEM FILES, MAINTAINS & UPDATES DATA DICTIONARIES & REVIEWS DATA STORED IN ORDER TO CHANGE PARAMETERS/FIELDS, OR MAINTAINS RECORDS OF DATA BASE SET LOGS USED IN RESTORATION OR RECOVERY OF PRODUCTION DATA BASE FILES, CHECKS, MONITORS & LOGS GENERATION DATA SETS TO ENSURE PRODUCTION FILES ARE HANDLED PROPERLY, CREATES TEST DATA FOR TESTING NEW SYSTEMS & DATA BASES, CREATES IMAGE COPIES & RUNS SMU'S & RECORDS VOLUME SERIAL NUMBERS OF TAPE IMAGE COPIES TO BE SENT OFFSITE.

WRITES COMPUTER PROGRAMS USING PROGRAMMING LANGUAGE UNDER DIRECTION OF DATA BASE ADMINISTRATOR &/OR LEAD DATA BASE ANALYST & ASSISTS IN PREPARATION OF PRODUCTION PROCEDURES & MAINTAINS & MODIFIES PRODUCTION PROGRAMS AS NEEDED, (I.E., IN NON-SERVICE BUREAU); OR WRITES COMPUTER PROGRAMS OR OTHER SOFTWARE TO ACCESS ON-LINE DATA BASES & WRITES PROGRAMS TO DEFINE & ADMINISTER DATA BASES, LOGS TAPES FOR RECOVERY & MAINTAINS RECORD & SEGMENT COUNTS FOR MONITORING SYSTEM.

ASSISTS LEAD DATA BASE ANALYST &/OR ADMINISTRATOR IN COLLECTION OF DATA & USER REQUIREMENTS TO PERFORM MAINTENANCE TASKS, DEVELOPMENT OF NEW APPLICATIONS & WITH TECHNICAL QUESTIONS FROM SYSTEMS DEVELOPMENT/PROGRAMMING STAFF & CONTRACT STAFF OR IN DEVELOPMENT OF DATA BASE FILES OR STRUCTURES; ATTENDS VENDOR CLASSES & COMPLETES TAPED & ON-LINE TRAINING & READS MANUALS & LITERATURE TO KEEP CURRENT WITH DATA BASE MANAGEMENT SYSTEMS; RESPONDS TO PRODUCTION DOWN PROBLEMS ON 24-HOUR BASIS.

MAJOR WORKER CHARACTERISTICS:
KNOWLEDGE OF COMPUTER SCIENCE; ONE OR MORE DATA BASE MANAGEMENT SYSTEMS & THEIR PROGRAMMING ON ONE HARDWARE PLATFORM; PROGRAMMING LANGUAGES; SYSTEMS ANALYSIS & DESIGN. SKILL IN OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER. ABILITY TO DEAL WITH LARGE NUMBER OF VARIABLES & DETERMINE SPECIFIC COURSE OF ACTION; INTERPRET VARIETY OF TECHNICAL MATERIAL; COMMUNICATE VERBALLY & IN WRITING ON TECHNICAL & NON-TECHNICAL MATERIAL; COMMUNICATE VERBALLY & IN WRITING ON TECHNICAL & NON-TECHNICAL MATTERS; OPERATE KEYBOARD.

                                                                (*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
COMPLETION OF UNDERGRADUATE CORE PROGRAM IN COMPUTER SCIENCE.

-OR COMPLETION OF ASSOCIATE DEGREE IN COMPUTER INFORMATION SCIENCE.

-OR 12 MOS. OF COLLEGE COURSEWORK IN COMPUTER INFORMATION SCIENCE WITH WRITTEN COMMITMENT TO COMPLETE ASSOCIATE DEGREE; 9 MOS. EXP. IN COMPUTER PRODUCTION CONTROL POLICIES & PROCEDURES.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATINS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:
WORK INVOLVES OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER FOR LONG PERIODS OF TIME; REQUIRES SIGNIFICANT AMOUNT OF OVERTIME OFTEN UNDER HIGH STRESS, RUSHED CONDITIONS; SIGNIFICANT AMOUNT OF WORK DONE OFF HOURS TO AVOID DISRUPTING CUSTOMERS.

CLASS TITLE:	CLASS NO.:	BARG. UNITS:
DATA BASE ANALYST 2	64152	51

EFFECTIVE DATE: **NEW EFFECTIVE DATE:**
01/10/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

   ASSISTS IN ELEMENTARY ASPECTS OF DATA BASE DESIGN & MODIFICATION OF DATA BASE SYSTEMS IN PRODUCTION (E.G., DATA ELEMENT IDENTIFICATION & DATA GATHERING, DATA NORMALIZATION, CONCEPTUAL & PHYSICAL DESIGN), ASSISTS WITH DESIGN CHANGES TO EXISTING DATA BASES, PERFORMS MAINTENANCE OF DATA BASE SYSTEMS, ASSISTS HIGHER-LEVEL DATA BASE ANALYST WITH TUNING & TESTING NEW RELEASES, PREPARES OPERATIONAL PROCEDURES FOR PRODUCTION OPERATIONS & CONDUCTS FEASIBILITY STUDIES TO INCLUDE TIME & COST ESTIMATES, OR ACTS AS KEY WORKER IN DESIGN & IMPLEMENTATION OF DATA BASES, DEVELOPS, EXECUTES & TESTS DATA BASE LEVEL BACKUP & RECOVERY PROCEDURES, DEVELOPS & TESTS PROGRAMS & DATA BASE DESCRIPTION MODULES TO ENSURE WORKABILITY OF PROGRAM/SYSTEM PARAMETERS & ADDS, DELETES &/OR MODIFIES DATA IN DATA BASES, CREATES & INITIALIZES LIST & PRODUCTION SYSTEM FILES, MAINTAINS & UPDATES DATA DICTIONARIES & REVIEWS DATA STORED IN DATA BASES IN ORDER TO CHANGE PARAMETERS/FIELDS.

WRITES & MAINTAINS COMPUTER PROGRAMS WITH DATA LANGUAGE AS INTERFACE OR OTHER SOFTWARE TO ACCESS ON-LINE DATA BASE SYSTEMS; MAINTAINS RECORDS & SEGMENT COUNTS FOR MONITORING SYSTEM; LOGS TAPES USED FOR RECOVERY.

PROVIDES TECHNICAL INFORMATION & ASSISTANCE TO USER PROGRAMMERS & RESPONDS TO INFORMATIONAL REQUESTS; MONITORS DATA BASE GROWTH & PROCESSING EFFICIENCY; RESTRUCTURES DATA BASE DESIGN TO AID USERS IN BETTER DATA ACCESS; MAINTAINS ON-LINE DIRECTORIES &/OR DOCUMENTATION & ASSISTS IN MONITORING AGENCY SYSTEM SECURITY; RESPONDS TO 'PRODUCTION DOWN' PROBLEMS ON 24 HOURS BASIS; PARTICIPATES IN/COORDINATES TRAINING OF DATA BASE ANALYSTS, PROGRAMMERS OR END USER CLASSES RELATED TO ASPECTS OF DATA BASE MANAGEMENT SYSTEMS & ASSOCIATED LANGUAGES.

MAJOR WORKER CHARACTERISTICS:
KNOWLEDGE OF COMPUTER SCIENCE; ONE OR MORE DATA BASE MANAGEMENT SYSTEMS & THEIR PROGRAMMING ON ONE HARDWARE PLATFORM; COBOL &/OR OTHER HIGH-LEVEL PROGRAMMING LANGUAGES; SYSTEMS ANALYSIS & DESIGN. SKILL IN OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER. ABILITY TO DEAL WITH LARGE NUMBER OF VARIABLES & DETERMINE SPECIFIC COURSE OF ACTION; INTERPRET VARIETY OF TECHNICAL MATERIAL; COMMUNICATE VERBALLY & IN WRITING ON TECHNICAL & NON-TECHNICAL MATTERS; OPERATE KEYBOARD.

                                      (*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
COMPLETION OF UNDERGRADUATE CORE PROGRAM IN COMPUTER SCIENCE OR ASSOCIATE DEGREE IN COMPUTER INFORMATION SCIENCE; 12 MOS. EXP. IN SYSTEMS ANALYSIS & DESIGN &/OR COMPUTER PROGRAMMING USING COBOL &/OR OTHER HIGH-LEVEL PROGRAMMING LANGUAGE.

-OR 12 MOS. EXP. AS DATA BASE ANALYST 1, 64151.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:
WORK INVOLVES OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER FOR LONG PERIODS OF TIME; REQUIRES SIGNIFICANT AMOUNT OF OVERTIME OFTEN UNDER HIGH STRESS, RUSHED CONDITIONS.

CLASS TITLE:	CLASS NO.:	BARG. UNITS:
DATA BASE ANALYST 3	64153	51

EFFECTIVE DATE: **NEW EFFECTIVE DATE:**
01/10/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

ACTS AS LEAD WORKER OVER LOWER-LEVEL DATA BASE ANALYSTS &/OR OTHER INFORMATION TECHNOLOGY PERSONNEL IN ELEMENTARY DATA BASE DESIGN, MONITORS EFFICIENCY OF DATA BASE PERFORMANCE & EMPLOYS TURNING MEASURES TO IMPROVE PERFORMANCE USING HIGH-LEVEL INFORMATION SYSTEM TOOLS/UTILITIES, PARTICIPATES IN ADVANCED PHASES OF DATA BASE DESIGN & TESTS NEW RELEASES FOR DATA BASE MANAGEMENT SOFTWARE, OR ACTS AS LEAD WORKER OVER LOWER-LEVEL DATA BASE ANALYSTS &/OR PROJECT TEAM MEMBERS IN DESIGN & IMPLEMENTATION OF DATA BASES, ASSISTS DATA BASE ADMINISTRATOR IN OVERALL DESIGN, IMPLEMENTATION, RECOVERY, SECURITY & MAINTENANCE OF DATA BASES OR COMPUTER SYSTEMS EXECUTING UNDER ONE OR MORE THAN ONE DATA BASE MANAGEMENT SYSTEMS, DEVELOPS, EXECUTES & TESTS PROCEDURES FOR DATA BASE LEVEL BACKUP & RECOVERY, MONITORS DATA BASE GROWTH & PROCESSING EFFICIENCY & RESPONDS TO 'PRODUCTION DOWN' PROBLEMS ON 24 HOUR BASIS.

PROVIDES TECHNICAL ASSISTANCE TO INFORMATION TECHNOLOGY STAFF; ACTS AS LIAISON BETWEEN AGENCY DATA BASE SECTION & CONTRACT STAFF; WRITES & MAINTAINS COMPUTER PROGRAMS & SYSTEM FLOWCHARTS; REVIEWS SYSTEM DESIGNS & PROGRAM CODING TO ENSURE STANDARDS ARE MET; ASSISTS USERS IN RESOLVING SYSTEMS OR PROGRAM PROBLEMS; TRAINS USER &/OR STAFF IN DATA BASE MAINTENANCE, ACCESS & OR DESIGN; PREPARES REPORTS OF DATA BASE USAGE & STATUS.

MAJOR WORKER CHARACTERISTICS:
KNOWLEDGE OF COMPUTER SCIENCE; ONE OR MORE DATA BASE MANAGEMENT SYSTEMS DEPENDING UPON SPECIFICS OF POSITION & THEIR PROGRAMMING ON ONE OR MORE HARDWARE PLATFORM DEPENDING UPON SPECIFICS OF POSITION; PROGRAMMING LANGUAGES; SYSTEMS ANALYSIS & DESIGN. SKILL IN OPERATING OR COMPUTER TERMINAL/PERSONAL COMPUTER. ABILITY TO DEAL WITH LARGE NUMBER OF VARIABLES & DETERMINE SPECIFIC COURSE OF ACTION; INTERPRET VARIETY OF TECHNICAL MATERIAL; COMMUNICATE VERBALLY & IN WRITING ON TECHNICAL & NON-TECHNICAL MATTERS; OPERATE KEYBOARD.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
COMPLETION OF UNDERGRADUATE CORE PROGRAM IN COMPUTER SCIENCE OR ASSOCIATE DEGREE IN COMPUTER INFORMATION SCIENCE; 3 YRS. EXP. IN SYSTEMS ANALYSIS & DESIGN & COMPUTER PROGRAMMING USING COBOL &/OR OTHER HIGH-LEVEL PROGRAMMING LANGUAGE.

-OR COMPLETION OF UNDERGRADUATE CORE PROGRAM IN COMPUTER SCIENCE OR ASSOCIATE DEGREE IN COMPUTER INFORMATION SCIENCE; 12 MOS. EXP. IN DESIGN & MAINTENANCE OF DATA LEASE MANAGEMENT SYSTEM EXECUTING ON ONE PLATFOREM; 12 MOS. EXP. IN COMPUTER PROGRAMMING USING COBOL &/OR OTHER HIGH LEVEL PROGRAMMING LANGUAGE.

-OR 12 MOS. AS DATA BASE ANALYST 2, 64152.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
NOT APPLICABLE.

<u>UNUSUAL WORKING CONDITIONS:</u>
WORK INVOLVES OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER FOR LONG PERIODS OF TIME; REQUIRES SIGNIFICANT AMOUNT OF OVERTIME OFTEN UNDER HIGH STRESS, RUSHED CONDITIONS.

CLASS TITLE: DATA BASE ANALYST 4	CLASS NO.: 64154	BARG. UNITS: 51

EFFECTIVE DATE: **NEW EFFECTIVE DATE:**
01/10/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)
     INDEPENDENTLY PERFORMS ALL ASPECTS OF DATA BASE MANAGEMENT SYSTEM DESIGN, IMPLEMENTS NEW DESIGNS, RECOMMENDS NEW DATA BASE MANAGEMENT SOFTWARE, TESTS & REVIEWS INFORMATION MANAGEMENT SYSTEM CALL PATTERNS IN APPLICATION PROGRAMS, REVIEWS APPLICATION TEST RESULTS TO ENSURE DATA BASE IS DESIGNED & TUNED EFFICIENTLY & ACTS AS GROUP LEADER OVER LOWER-LEVEL DATA BASE ANALYSTS &/OR IN IMPLEMENTATION & ONGOING DEVELOPMENT OF OTHER INFORMATION TECHNOLOGY PERSONNEL DATA BASE PORTION OF ALL NEW PROJECTS (E.G., ASSIGNS TASKS & PROJECTS, MONITORS PROGRESS, EVALUATES WORK & PROVIDES WORK DIRECTION), OR PLANS, ADMINISTERS & COORDINATES ALL ASPECTS OF & ACTIVITIES RELATED TO DESIGN, IMPLEMENTATION & OPERATION OF DATA BASE SYSTEMS POSSIBLY UNDER MULTIPLE DATA BASE MANAGEMENT SYSTEMS.

RESOLVES USER PROBLEMS & MAINTAINS USER CONTACT TO ASSESS NEEDS, ANSWERS QUESTIONS & PROVIDE TECHNICAL INFORMATION; TRAINS LOWER-LEVEL DATE BASE ANALYSTS; ASSISTS PROGRAMMING STAFF IN REVIEWING CALL PATTERNS FOR EFFICIENCY; RESPONDS TO 'PRODUCTION DOWN' PROBLEMS 24 HOUR BASIS.

MAJOR WORKER CHARACTERISTICS:
KNOWLEDGE OF COMPUTER SCIENCE; ONE OR MORE DATA BASE MANAGEMENT SYSTEMS DEPENDING UPON SPECIFICS OF POSITION & THEIR PROGRAMMING ON ONE OR MORE HARDWARE PLATFORM DEPENDING UPON SPECIFICS OF POSITION; PROGRAMMING LANGUAGE; SYSTEMS ANALYSIS & DESIGN. SKILL IN OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER. ABILITY TO DEAL WITH LARGE NUMBER OF VARIABLES & DETERMINE SPECIFIC COURSE OF ACTION; INTERPRET VARIETY OF TECHNICAL MATERIAL; COMMUNICATE VERBALLY & IN WRITING ON TECHNICAL & NON-TECHNICAL MATTERS; OPERATE KEYBOARD.

                                                  (*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
COMPLETION OF UNDERGRADUATE CORE PROGRAM IN COMPUTER SCIENCE OR ASSOCIATE DEGREE IN COMPUTER INFORMATION SCIENCE; 5 YRS. EXP. IN SYSTEMS ANALYSIS & DESIGN & COMPUTER PROGRAMMING OF WHICH 12 MOS. WAS AS TEAM/PROJECT LEADER.

-OR COMPLETION OF UNDERGRADUATE CORE PROGRAM IN COMPUTER SCIENCE OR ASSOCIATE DEGREE IN COMPUTER INFORMATION SCIENCE; 3 YRS. EXP. IN DESIGN & MAINTENANCE OF DATE BASE MANAGEMENT SYSTEM EXECUTING ON ONE PLATFORM, OF WHICH 12 MOS. WAS AS TEAM/PROJECT LEADER; 12 MOS. EXP. IN COMPUTER PROGRAMMING.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:
WORK INVOLVES OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER FOR LONG PERIODS OF TIME; REQUIRES SIGNIFICANT AMOUNT OF OVERTIME OFTEN UNDER HIGH STRESS, RUSHED CONDITIONS.

CLASS TITLE:	CLASS NO.:	BARG. UNITS:
DATA BASE ANALYST 5	64155	51

EFFECTIVE DATE: **NEW EFFECTIVE DATE:**
01/10/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

ACTS AS PROJECT LEADER (I.E., PLANS, ADMINISTERS & COORDINATES ALL ASPECTS OF & ACTIVITIES RELATED TO) FOR DESIGN, IMPLEMENTATION & OPERATION OF DATA BASE SYSTEMS UNDER MULTIPLE DATA BASE MANAGEMENT SYSTEMS POSSIBLY ACROSS MULTIPLE PLATFORMS, OR HAS PROJECT LEADER RESPONSIBILITY OVER ALL ASPECTS OF DATA BASE MANAGEMENT SYSTEM DESIGN, IMPLEMENTS NEW DESIGNS, RECOMMENDS NEW DATA BASE MANAGEMENT SOFTWARE, TESTS & REVIEWS INFORMATION MANAGEMENT SYSTEM CALL PATTERNS IN APPLICATION PROGRAMS, REVIEWS APPLICATION TEST RESULTS TO ENSURE DATA BASE IS DESIGNED & TUNED EFFICIENTLY & IF ASSIGNED, ACTS AS PROJECT LEADER (E.G., ASSIGNS TASKS & PROJECTS, MONITORS PROGRESS, EVALUATES WORK & PROVIDES WORK DIRECTION) OVER SENIOR-LEVEL DATA BASE ANALYSTS &/OR OTHER INFORMATION TECHNOLOGY PERSONNEL IN IMPLEMENTATION & ONGOING DEVELOPMENT OF DATE BASE PORTION OF NEW PROJECTS (I.E., SCOPE OF WORK IS TO BE LEVEL REQUIRED BY MINIMUM QUALIFICATIONS CITED BELOW), OR PLANS, ADMINISTERS & COORDINATES ALL ASPECTS OF & ACTIVITIES RELATED TO DESIGN, IMPLEMENTATION & OPERATION OF DATA BASE SYSTEMS.

RESPONDS TO 'PRODUCTION DOWN' PROBLEMS ON 24 HOUR BASIS.

RESOLVES USER PROBLEMS & MAINTAINS USER CONTACT TO ASSESS NEEDS, ANSWERS QUESTIONS & PROVIDES TECHNICAL INFORMATION; TRAINS LOWER-LEVEL DATA BASE ANALYSTS; ASSISTS PROGRAMMING STAFF IN REVIEWING CALL PATTERNS FOR EFFICIENCY.

MAJOR WORKER CHARACTERISTICS:
THOROUGH KNOWLEDGE OF COMPUTER SCIENCE; ONE OR MORE DATA BASE MANAGEMENT SYSTEMS DEPENDING ON SPECIFICS OF POSITION & THEIR PROGRAMMING ON ONE OR MORE HARDWARE PLATFORM DEPENDING ON SPECIFICS OF POSITION; PROGRAMMING LANGUAGE; SYSTEMS ANALYSIS & DESIGN, SKILL IN OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER. ABILITY TO DEAL WITH LARGE NUMBER OF VARIABLES & DETERMINE SPECIFIC COURSE OF ACTION; INTERPRET VARIETY OF COMPLEX TECHNICAL MATERIAL; COMMUNICATE VERBALLY & IN WRITING ON TECHNICAL & NOON-TECHNICAL MATTERS; OPERATE KEYBOARD.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
COMPLETION OF UNDERGRADUATE CORE PROGRAM IN COMPUTER SCIENCE OR ASSOCIATE DEGREE IN COMPUTER INFORMATION SCIENCE; 9 YRS. EXP. IN SYSTEMS ANALYSIS & DESIGN, & COMPUTER PROGRAMMING OF WHICH 48 MOS. WAS AS TEAM/PROJECT/GROUP LEADER OVER DATA BASE SYSTEMS.

-OR COMPLETION OF UNDERGRADUATE CORE PROGRAM IN COMPUTER SCIENCE OR ASSOCIATE DEGREE IN COMPUTER INFORMATION SCIENCE; 7 YRS. EXP. IN DESIGN & MAINTENANCE OF DATA BASE MANAGEMENT SYSTEM EXECUTING ON ONE PLATFORM, OF WHICH 36 MOS. WAS AS TEAM/PROJECT LEADER; 24 MOS. EXP. IN COMPUTER PROGRAMMING.

-OR 2 YRS. EXP. AS DATA BASE ANALYST 4, 64154.

-OR 2 YRS. EXP. AS DATA BASE ADMINISTRATOR 1, 64156.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:
WORK INVOLVES OPERATION OF COMPUTER TERMINAL/PERSONAL COMPUTER FOR LONG PERIODS OF TIME; REQUIRES SIGNIFICANT AMOUNT OF OVERTIME OFTEN UNDER HIGH STRESS, RUSHED CONDITIONS.