STATE OF OHIO (DAS)
CLASSIFICATION SPECIFICATION
CLASSIFICATION SERIES
Data Base Analyst
MAJOR AGENCIES
Administrative Services, Job and Family Services, ODOT, Workers’ Compensation
SERIES NUMBER
6415
EFFECTIVE
03/23/2014

SERIES PURPOSE
The purpose of the data base analyst occupation is to maintain &/or design mainframe computer data bases.

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 tool used to determine status of a database (e.g., how full, how fragmented, ensures no broken pointers between records) & to do performance tuning (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 (e.g., IBM, Digital); or maker/manufacturer of the hardware the data system runs on & size & processing power of the computer (e.g., IBM mainframe platform, IBM AS400 which is mid-sized).
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

JOB TITLE
Data Base Administrator 1
JOB CODE 64156
PAY GRADE 15
EFFECTIVE 03/07/2004

CLASS CONCEPT
The first supervisory level class works under general or administrative direction & requires extensive knowledge of computer sciences & data base management systems in order to plan & administer all data base management system operations executing under one data base management system product line (e.g., Relational: Supra DBA, DB2 DBA, Oracle DBA; Hierarchical: IMS DBA) & supervise lower-level data base analysts; or to plan & administer all activities related to design, implementation & maintenance of medium to large & complex data base systems & supervise lower-level data base analysts.

JOB TITLE
Data Base Administrator 2
JOB CODE 64157
PAY GRADE 16
EFFECTIVE 12/15/1991

CLASS CONCEPT
The second supervisory level class works under general direction & requires extensive knowledge of computer science & data base management systems in order to plan & administer all data base mainframe computer systems operations executing under multiple data base management systems across entire hardware platform (e.g., IBM, DBA, Digital DBA) & supervise lower-level data base administrators &/or high level data base analysts; or to plan & administer all activities related to design, implementation & maintenance of very large & complex data base systems & supervise data base analysts.
CLASS CONCEPT
The third supervisory level class works under administrative direction & requires extensive knowledge of computer science in order to plan & administer all data base mainframe computer systems operations executing under multiple data base management systems & supervise one or more data base administrators.
**JOB TITLE**  
Data Base Administrator 1

**JOB CODE**  
64156

**B. U.**  
EX

**EFFECTIVE**  
03/07/2004

**PAY GRADE**  
15

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**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.)

Plans, administers & coordinates all data base management system operations (e.g., determines time, cost & personnel estimates for all new data base applications, existing data base maintenance & associated programs; develops & maintains standards for design, data base security, backup & recovery procedures & naming conventions; analyzes all new computer systems for feasibility of data base utilization; evaluates systems for efficiency; participates in long term planning relative to resources needs & in making budget recommendations) executing under one data base management system product line (e.g., Relational : Supra DBA, DB2 DBA, Oracle DBA; Hierarchical: IMS DBA) & supervises lower-level data base analysts; or plans, administers & coordinates all activities related to operation of medium to large & complex data base system & supervises lower-level data base analysts.

Approves logical & physical location of all data base records & ensures available storage for systems; collects & monitors statistics on system usage & growth & processing efficiency; provides technical assistance & consultation to programming & system analysis staff &/or other users; reviews & analyzes all technological advances in data base industry; confers with data base management system software vendors on data base/programming problems; coordinates implementation of data bases &/or changes in on-line systems with Ohio Data Network; works with other personnel to establish/maintain all data definitions (i.e., computerized &/or manual) in organization; assists in analysis & implementation of data base training; assists in analysis/purchase of data base software/hardware & manuals.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of supervisory principles/techniques*; budgeting*; computer science; one or more data base management systems & their programming on one hardware platform depending upon specifics of position, with skill level commensurate to size of systems noted in job duties; COBOL &/or other high-level programming language; systems analysis & design. Skill in operation of computer terminal. Ability to deal with large number of variables & determine specific course of action; comprehend variety of complex technical material; communicate verbally & in writing on technical & non-technical material; move hands/fingers easily to operate computer terminal; establish friendly atmosphere as unit/section supervisor.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate core program in computer science or associate degree in computer information science; 6 yrs. exp. in systems analysis & design & computer programming using COBOL &/or other high-level programming language, of which 18 mos. was at 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 data base management system executing on one platform, of which 18 mos. was as team/project leader; 18 mos. exp. in computer programming using COBOL &/or other high-level languages.

-Or 24 mos. exp. as Data Base Analyst 3, 64153.

-Or 12 mos. exp. as Data Base Analyst 4, 64154.

-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**

May involve operation of computer terminal for long periods of time; requires significant amount of overtime often under high stress, rushed conditions.
**JOB TITLE**
Data Base Administrator 2

**JOB CODE**
64157

**B. U.**
EX

**EFFECTIVE**
12/15/1991

**PAY GRADE**
16

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**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.)

Plans, administers & coordinates all data mainframe computer systems operations executing under multiple data base management systems across entire hardware platform (e.g., IBM, DBA, Digital DBA) & supervises lower-level data base administrators &/or high level data base analysts; or plans, administers & coordinates all activities related to design, implementation & maintenance of very large & complex data base system & supervises lower-level data base analysts (e.g., for both options, approves data base designs of staff; estimates time, cost & personnel requirements for new data base applications & existing maintenance modifications; participates in long term planning relative to system needs & procurements; prepares budget & develops data base procedures, policies & standards; develops & maintains standards for data base programming & other technical procedures; approves logical & physical location of all data base records & ensures available storage for system; collects & monitors statistics on system usage, growth & efficiency; analyzes designs of new computer systems for potential data base utilization).

Provides technical assistance & consultation to programming & system analysis personnel &/or other users; coordinates implementation of data bases &/or changes to on-line systems with Ohio Data Network personnel; responsible for product installation, system upgrades & maintenance if assigned; participates in meetings & system design reviews or acts as presenter in such; confers with data base management system software vendors on data base/programming problems; works with other personnel to establish/maintain all data definitions (i.e., computerized &/or manual) in organization; assists in analysis & implementation of data base training; assists in analysis/purchase of data base software/hardware & manuals.

**MAJOR WORKER CHARACTERISTICS**
Knowledge of supervisory principles/techniques*; budgeting*; computer science; one or more data base management systems & their programming on one hardware platform depending upon specifics of position, with skill level commensurate to size of systems noted in job duties; COBOL &/or other high-level programming language; systems analysis & design. Skill in operation of computer terminal. Ability to deal with large number of variables & determine specific course of action; comprehend variety of complex technical material; communicate verbally & in writing on technical & non-technical matters; move hand/fingers easily to operate computer terminal; establish friendly atmosphere as section supervisor.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**
Completion of undergraduate core program in computer science or associate degree in computer information science; 7 yrs. exp. in systems analysis & design & computer programming using COBOL &/or other high-level programming language, of which 2 yrs. was as team/project leader.

-Or completion of undergraduate core program in computer science or associate degree in computer information science; 4 yrs. exp. in design & maintenance of data base management system executing under one platform, of which 2 yrs. was at team/project leader; 2 yrs. exp. in computer programming using COBOL &/or other high-level languages.
-Or 3 yrs. exp. as Data Base Analyst 3, 64153.

-Or 2 yrs. exp. as Data Base Analyst 4, 64154

-Or 2 yrs. exp. as Data Base Analyst 5, 64155.

-Or 12 mos. 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
May involve operation of computer terminal for long periods of time; requires significant amount of overtime often under high stress, rushed conditions.
JOB TITLE
Data Base Administrator 3

JOB CODE
64158

B. U.
EX

EFFECTIVE
12/15/1991

PAY GRADE
17

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.)

Plans, administers & coordinates overall data base mainframe computer system operations executing under multiple data base management systems & supervises one or more lower-level data base administrators (e.g., approves data base designs of staff; estimates time, cost & personnel requirements for new data base applications & existing maintenance modifications; oversees long term planning relative to system needs & procurements; prepares & oversees preparation of budget & develops data base procedures, policies & standards; develops & maintains standards for data base programming & other technical procedures; approves logical & physical location of all data base records & ensures available storage for systems; collects & monitors statistics on system usage, growth & efficiency; analyzes designs of new computer systems for potential data base utilization; has final authority for data base administration aspects of evaluation & installation of CASE tools & other data base administration support tools; develops data base procedures, policies & standards which affect wide range of computer operators).

Provides technical assistance & consultation to programming & system analysis personnel &/or other users; coordinates implementation of data bases &/or changes to on-line systems with Ohio Data Network personnel; responsible for product installation, system upgrades & maintenance if assigned; participates in meetings & system design reviews or acts as presenter in such; confers with data base management system vendors on data base/programming problems; works with other personnel to establish/maintain all data definitions (i.e., computerized &/or manual ) in organization; assists in analysis & implementation of data base training; assists in analysis/purchase of data base software/hardware & manuals.

MAJOR WORKER CHARACTERISTICS
Knowledge of supervisory principles/techniques; budgeting*; computer science; one or more data base management systems & their programming on one or more hardware platforms depending upon specifics of position, with skill level commensurate to size of systems noted in job duties; COBOL &/or other high-level programming language; systems analysis & design. Skill in operation of computer terminal. Ability to deal with large number of variables & determine specific course of action; comprehend variety of complex technical material; communicate verbally & in writing on technical & non-technical material; move hands/fingers easily to operate computer terminal; establish friendly atmosphere as overall data base administrator.

(*)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; 8 yrs. exp. in systems analysis & design & computer programming using COBOL &/or other high-level programming language, of which 2 yrs. Was as team/project leader; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

Or completion of undergraduate core program in computer science or completion of associate degree in computer information science; 5 yrs. exp. in design & maintenance of data base management system executing under one platform, of which 2 yrs. was as team/project leader; 2 yrs. exp. in computer programming using COBOL &/or other high-level languages; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

Or 3 yrs. exp. as Data Base Administrator 1, 64156.

Or 24 mos. exp. as Data Base Administrator 2, 64157.

Or 12 mos. exp. as Data Base Analyst 5, 64155; 24 mos. trg. or 24 mos. exp. in management & supervisory principles/techniques.

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
May involve operation of computer terminal for long periods of time; requires significant amount of overtime often under high stress, rushed conditions.