

IT Technical Job Classification

IT Job Title: Database Analyst

State Job Title:

Classification: T684

Pay Grade:

Job Summary

Designs, Develops, tests and maintains Reports using Database Support Tools like SQL and the database report writer. Consults with the user to make certain the reports meets the customers need. Maintains tables, scripts and queries in the database. May be assigned to a User Department

Essential Duties:

- Reviews, develops and designs, implements and maintains database queries and reports and may or may not be part of the application development staff that support the administrative arm of the university.
- Works off line on pulling data and producing batch reports
- Assists in the development of business solutions including the university data warehouse
- Trains analyst and users in the use of database development tools.
- Understands the practices and procedures and database concepts.
- Works with users to resolve data conflicts and inappropriate use of data. .
- Monitors and maintains database backup and recovery if required.
- Develops and enforces standard practices and procedures for accessing and securing databases.
- Works with both IT technical programmers and analysts well as with users in university departments.
- Attends Seminars or workshops and vendor training classes as required to maintain his or her technical skills.
- Performs other assignments as requested

Education

A Bachelor's degree in Computer Science or Information Systems or a related field with two or more years of programming experience in Application Business Systems is required

Experience and or Knowledge

Must have the ability to interpret data models and develop database structures and program using large and complex databases

Two-year experience in application development and design using relational **databases** is required. Working experience with, Oracle, DB2 or PeopleSoft, Microsoft Access experience is desirable. Must have experience in SQL as a query language

Leadership:

None required