Office of Human Resources

IT Data Architect Associate – CI2866

**General Statement of Duties**

Performs standard level information technology work developing, implementing, and maintaining business and enterprise data models; designing and building relational databases; and assisting with development and maintenance of enterprise-wide data architecture and governing principles.

**Distinguishing Characteristics**

A Data Architect is responsible for designing databases by developing modeling strategies to define how data will be accessed and stored and to define the security, scalability, and reliability of the database. This differs from a Database Administrator, which is responsible for ensuring that a database is running efficiently and securely, once fully implemented. A Data Architect will typically work with a Database Administrator on projects that require implementing a new database structure.

The Associate Data Architect is also distinguished the Senior Data Architect, which performs full performance level information technology work developing, implementing, and maintaining complex, large scale business and enterprise data models; designing and building relational databases; developing and maintaining enterprise-wide data architecture, governance, processes and tools; and serving as a technical expert to the organization in the use of enterprise and business data systems.

**Guidelines, Difficulty and Decision-Making Level**

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

**Level of Supervision Received & Quality Review**

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

**Interpersonal Communication & Purpose**

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

**Level of Supervision Exercised**

By position, may perform lead work on a project or rotating basis.

**Essential Duties**

Develops, implements, and maintains business and enterprise data models and data integration efforts to include establishing how new applications and projects will integrate with existing data systems.
Designs and build relational databases for data storage and processing.

Develops and implements strategies for warehouse implementation, data acquisitions and archive recoveries; develops, implements, and maintains data migrations, extract transform, and load functions.

Establishes data quality baselines; identifies and catalogs data required and used by the organization in order to maintain metadata repositories.

Assists with the development and maintenance of the enterprise-wide data architecture, which includes defining and implementing data architecture standards, continuous refinement activities, and the architecture review process.

Conducts research to identify client needs for business and enterprise data solutions, while ensuring compliance with data architecture principles and strategies. Formulates and defines scope and objectives of solution based on client needs.

Consults with clients and the organization to translate business needs into long-term architecture solutions.

By position, performs project management duties.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

### Knowledge & Skills

Knowledge of developments and new applications of information technology (hardware, software, telecommunications), emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.

Knowledge of data architecture principles, methods, and techniques used in the design and development of data systems.
Knowledge of the principles, methods, and tools for designing, developing, and testing software in a given environment.

Knowledge of current information systems trends and technologies.

Knowledge of data processing sufficient to be able to review program specification, design programs and write or modify code.

Knowledge of information technology systems analysis, including systems design, sufficient to be able to maintain current systems and implement new systems.

Knowledge of the principles, methods, and tools for analyzing and developing software test and evaluation procedures.

**Education Requirement**

Bachelor’s Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.

**Experience Requirement**

Two (2) years of professional information technology developing and maintaining business or enterprise data systems, to include one year of experience participating in the development of data architecture standards.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to many interruptions.
Subject to long irregular hours.
Pressure due to multiple calls and inquiries.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: Remaining on one’s feet in an upright position.
Sitting: Remaining in the normal seated position.
Talking: Expressing or exchanging ideas by means of spoken words.
Hearing: Perceiving the nature of sounds by the ear.
Repetitive Motions: Making frequent movements with a part of the body.
Visual: Near Acuity: Ability to see clearly at 20 inches or more.
Accommodation: Ability to adjust vision to bring objects into focus.
Color Vision: Ability to distinguish and identify different colors
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

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<tr>
<th>Background Check Requirement</th>
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<tbody>
<tr>
<td>Criminal Check</td>
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<tr>
<td>Education Check</td>
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<tr>
<td>Employment Verification</td>
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<tr>
<td>By position, Motor Vehicle Record</td>
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<tr>
<th>Assessment Requirement</th>
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<tr>
<th>Probation Period</th>
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<tbody>
<tr>
<td>Six (6) months.</td>
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<thead>
<tr>
<th>Class Detail</th>
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<tbody>
<tr>
<td>Pay Grade:  I-814</td>
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<tr>
<td>FLSA Code:  Y</td>
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<tr>
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<tr>
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<tr>
<td>Established By: Lori Schumann</td>
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<td>Class History:</td>
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