General Statement of Duties

Performs advanced level professional information technology development and maintenance of databases across the organization while ensuring high levels of data availability. In addition, evaluates and advises on all technology components, such as software, hardware, and networking capabilities for database management systems and applications. As part of the role they may also be responsible for implementing data dashboards to all levels of the organization.

Distinguishing Characteristics

The IT Database Developer Senior is distinguished from the IT Database Developer Associate, which performs standard level professional information technology work installing, configuring, and developing database systems.

The IT Database Developer Senior is distinguished from the IT Database Administrator Senior that performs advanced level professional information technology work installing, configuring, and upgrading database server software; monitoring, optimization, and tuning of databases and dependent platforms/infrastructure; administers, audits, and sets security standards; designs and performs backup, recovery, database refreshes, data replication and archiving; analyzes and resolves complex database and platform/infrastructure issues; develops conceptual, logical, physical, and data warehouse data models; develops, implements, and maintains operational policies and procedures for database administration.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

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

Level of Supervision Exercised

By position, may perform lead work.
Essential Duties

Design and deploy data table structures, forms, reports, and queries.

Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.

Applying third party upgrades to existing databases.

Coordinate and work with other technical staff to develop relational databases and secondary databases (i.e. Access).

Identify inefficiencies in current databases and investigate solutions.

Diagnose and resolve database access and performance issues.

Plan and coordinate data migrations between systems.

Develop, implement, and maintain change control and testing processes for modifications to databases.

Development and maintenance of the database stored procedures, views and functions for hosted web applications.

Ensure all database systems meet business and performance requirements.

Produce ad-hoc queries and develop reports to support business needs.

Creation and maintenance of technical documentation.

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

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals with differing viewpoints/opinions or who are difficult, hostile, or distressed; related well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

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.

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.

Technical Problem Solving - Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.
Technology Application – Uses machines, tools, or equipment effectively; uses computers and computer
applications to analyze and communicate information in the appropriate format.

Technology Management - Keeps up-to-date on technological developments. Makes effective use of technology to
achieve results. Ensures access to and security of technology systems.

Knowledge & Skills

Knowledge and in-depth understanding of data management (e.g. permissions, recovery, security, and
monitoring).

Knowledge of software development and user interface web applications.

Ability to understand front-end user’s requirements and problem-solving attitude.

Knowledge of the principles and methods of web technologies, tools and delivery systems.

Education Requirement

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

Experience Requirement

Three (3) years of professional level experience in database development.

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

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Work is primarily performed in an office setting and frequently at other locations for meetings.
Work involves pressure due to multiple calls and inquiries and is subject to interruption.

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.):

Accommodation: ability to adjust vision to bring object into focus.
Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object; usually by hand, arm, or shoulder.
Color vision: ability to distinguish and identify different colors.  
Fingering: picking, pinching, or otherwise working with fingers  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Hearing: perceiving the nature of sounds by the ear.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Sitting: remaining in the normal seated position.  
Standing: remaining one one’s feet in an upright position.  
Stooping: Bending the body by bending the spine at the waist.  
Talking: Expressing or exchanging ideas by means of spoken words  
Vision Far acuity: ability to see clearly at 20 feet or more.  
Vision Near acuity: ability to see clearly at 20 inches or less.  
Vision: To observe animal behavior, read signs, and reading colors.  
Walking: moving about on foot on uneven surfaces.  
Walking: moving about on foot.  
Written Comprehension  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.  

**Background Check Requirement**

Criminal Check  
Employment Verification  

**Assessment Requirement**

None  

**Probation Period**

Six (6) months.  

**Class Detail**

Pay Grade: I-816  
FLSA Code: Y  
Management Level: 10  
Established Date: 9/21/2018  
Established By: Greg Thress  
Revised Date:  
Revised By:  
Class History: