



Office of Human Resources
IT Database Developer Associate - CI3088
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General Statement of Duties

Performs standard level professional information technology work installing, configuring, and developing database systems.

Distinguishing Characteristics

The IT Database Developer Associate is distinguished from the IT Database Developer Senior that 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.

The IT Database Developer Associate is distinguished from the IT Database Administrator Associate that performs standard level professional information technology work installing, configuring, and upgrading database server software; monitoring, optimization, and tuning of databases; administers and audits security; performs backup, recovery, database refreshes, data replication and archiving; analyzes and resolves routine to complex database issues; develops conceptual, logical, and physical data models; designs, implements, and administers data migrations, extractions, transformations, and loading processes; assists with developing, implementing, and maintaining operational policies and procedures for database administration. This position may also lead small to medium sized database projects.

Essential Duties

Implement 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.

May 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.

Assist in planning and coordinating data migrations between systems.

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.

Level of Supervision Exercised

None

Education Requirement

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

Experience Requirement

Two (2) 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 bring objects into focus.

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: I-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: GT

Revised Date:

Revised By:

Class History: