UNIVERSITY OF SOUTHERN CALIFORNIA

Database Analyst I

Job Code: 165827

Grade: TJ
OT Eligible: Yes
Comp Approval: 9/26/2008

JOB SUMMARY:
Assists with the analysis, design, documentation, testing and maintenance of databases and database servers.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

________ ________ Assists with the analysis, design, documentation, testing and maintenance of databases and database servers.

________ ________ Assists users with procedural or minor technical problems.

________ ________ Assists in maintaining database libraries, users’ manuals, and/or technical documentations.

________ ________ Analyzes, assesses and modifies existing databases to conform to changes or to make improvements in the existing databases.

________ ________ Assists in researching, identifying, analyzing and fulfilling requirements of all internal and external users.

________ ________ Follows protocols and procedures to ensure database security.

________ ________ Stays informed of new developments and technologies.

________ ________ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: □ No
□ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:
Minimum Field of Expertise:

General knowledge of database analysis, design and documentation techniques and tools.

Preferred Education:

Bachelor's degree

Preferred Experience:

2 years

Skills: Administrative:

Communicate with others to gather information
Customer service
Gather data
Prioritize different projects
Research information
Understand and apply policies and procedures

Skills: Other:

Analysis
Assessment/evaluation
Conceptualization and design
Knowledge of applicable laws/policies/principles/etc.
Organization
Problem identification and resolution

Skilled in:

Database administration and management
Database and application security
Database design tools and techniques
Database programming

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student and/or temporary workers.

Comments:

Evening or weekend work may be necessary to meet deadlines or solve specific problems.

SIGNATURES:

Employee: ___________________________ Date: ___________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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