UNIVERSITY OF SOUTHERN CALIFORNIA

Database Analyst II

Job Code: 165831

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

JOB SUMMARY:
Analyses, designs, documents, tests and maintains complex databases and database servers. Allocates devices, validates data, and ensures adequate security. Designs complex data models, logical and physical databases and data dictionaries. Reviews documentation and monitors standards and procedures.

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

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<td>Analyses, designs, documents, tests and maintains complex databases and database servers. Designs and configures database architecture.</td>
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<td>Coordinates with users to determine requirements.</td>
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<td>Monitors database(s) and conducts database performance management and tuning.</td>
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<td>Performs database fault analysis and resolution, database backup and recovery procedures, and administers database security.</td>
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<td>Liaises with vendors and external technical support on issues such as enhancements, problems and potential solutions.</td>
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<td>Reviews work of other analysts as requested. Gives guidance and assistance as needed.</td>
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<td>Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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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:
3 years

Minimum Field of Expertise:
Experience with database design for a variety of platforms.

Preferred Education:
Bachelor's degree

Preferred Experience:
5 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.
Networking
Organization
Planning
Problem identification and resolution

Skilled in:
Database administration and management
Database and application security
Database design tools and techniques
Database programming
Network systems/data backup, storage and recovery

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: ___________________________

Supervisor: _______________________________ 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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