**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Database Administrator**

**Job Code: 165836**

---

**Grade:** TJ  
**OT Eligible:** Yes  
**Comp Approval:** 3/26/2012

---

**JOB SUMMARY:**

Manages databases of moderate complexity through use of database software to store, organize and manage information. Creates, maintains, tunes, optimizes and audits data in databases. Backs up data on a regular basis. Maintains data security.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>_______</td>
<td>Plans, designs, develops and implements databases of moderate complexity.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Develops models, structures, strategies, and timetables for integrating multiple relational databases, including data stored in existing on-site and off-site databases or data managed in Access or other non-enterprise quality databases.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Works with developers to refine systems and applications that use the databases. Anticipates and accommodates future technical and programmatic needs.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Contributes to the implementation of physical database design including development of scripts and helps to maintain testing environments.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Contributes to the conversion of data between databases of various levels of sophistication (e.g., MySQL, MS-SQL, Oracle, Sybase, etc.). Participates in the planning and creation of database applications.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Formulates and describes appropriate statistical methods. Contributes to the development of statistical analysis, reports and programming strategies that interpret, analyze and synthesize information from a variety of data sources. Assists in the preparation of reports that summarize the analysis of data. Interprets findings and provides conclusions and recommendations.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Provides ongoing administration and refinement of data. Assists with database installation, configuration, performance tuning, and database management duties. Develops, implements and manages database models, security procedures, optimal queries, database access, logins and permissions. Performs database upgrades and the application of patches.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Collaborates with others to test complex applications utilizing database management software and/or programming software.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Advises and consults on complex analysis and database problems, and other projects as required.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Stays informed of new developments and technologies.</td>
</tr>
</tbody>
</table>

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

Minimum Experience:
1 year

Minimum Field of Expertise:
Basic knowledge and direct experience in relational database applications and database design. Strong understanding of database structures, theories, principles and practices. Experience with MySQL, MS-SQL, Sybase, and/or Oracle databases. Some experience with high-level Web and other programming languages such as: HTML, Java, JavaScript; .NET; SAS, SPSS; Excel. Experience with managing multiple moderately complex projects. Good analytical and problem solving skills. Demonstrated ability to work independently and collaboratively. Strong oral and written communications, technical, planning and organizational skills.

Preferred Education:
Specialized/technical training

**Skills:** Administrative:
Customer service  
Gather data  
Input data  
Maintain records  
Prioritize different projects  
Relevant programming languages  
Research information  
Understand and apply policies and procedures  
Use database and/or word processing software

**Skills:** Other:
Analysis  
Assessment/evaluation  
Communication -- written and oral skills  
Conceptualization and design  
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Teaching/training

Skilled in:
Applications/systems development methodologies
Business requirements tools and techniques
Database administration and management
Database and application security
Database design tools and techniques
Database programming
Incident/problem management
Project management tools and techniques
Quality assurance/testing methods, tools and techniques
Software design tools
Technical documentation
Technical training and instructional design
Troubleshooting
Web scripting and programming languages

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises student, temporary and/or resource workers.

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.

The University of Southern California is an Equal Opportunity Employer