

The University of Texas at San Antonio

Job Description

Job Title: Enterprise Database Analyst
Code: 17507
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Office of Information Technology, Infrastructure Services
Reports To: Assistant Director, Application Development and Support

Summary

- Function: Under close supervision designs, implements, and maintains critical University-wide computer databases; codes, test and implements physical database using relational database management system (Microsoft SQL Server or Oracle)

- Scope:

Duties

- Typical:
 1. Responsible for support of critical databases that affect University-wide deployment such as University web applications, student information system, and datamarts.
 2. Designed logical and physical databases or reviews description of changes to database design to understand how changes to be made affect physical database (how data is stored in terms of physical characteristics such as location, amount of space and access method)
 3. Architects, managers, test and provides support to multiple enterprise wide database system and application.
 4. Support departmental operations in a high-throughput production environment by proactively managing the performance, optimization, integrity, and security of instructional databases and system like SIS.
 5. Monitor and maintain disasters recovery solution for production databases and investigate changes made on systems
 6. Creates and maintains users access level for each segment of one or more database and performs audits as needed
 7. Assists to design create, install and maintain highly available and secure enterprise database instance to include database architecture, database backups, creation of database and database objects such as table, indexes,

views, triggers and stored procedures to support enterprise level application like Student Information System

8. Creates advances database objects such as tables, views, function and procedures using standard database languages such as Structured Query Language(SQL) as well as vendor-specific procedural database language such as T-SQL or PL/SQL
9. Designs and maintains database security based upon requirements and existing University polices
10. Creates and maintains user access level for each segment of one or more databases and performs audits as needed
11. Under direction of Sr. DBA, performs installation an upgrades of enterprise level databases and application and maintains them in accordance with established Information Technology polices and procedures
12. Conducts routine audits of enterprise database and system to ensure compliance with established standard, policies and configuration guidelines
13. Create and maintain documentation pertaining to the university database environment
14. Maintain high availability of databases in Microsoft Cluster or Oracle RAC or similar environment setting through standard practices such as backup/recovery, replication and mirroring
15. Establishes and maintains database installation configuration
16. Modify database programs to increase processing performance, referred to as performance tuning
17. Test and correct errors, and refines changes to database and database objects.
18. Creates and maintain documentation for new project.

• Periodic:

1. Provides on calls support
2. Assist with special project as needed
3. Other related function as assigned.

Education

Required	Preferred
Associate's degree within area of assigned responsibility. Technical training and/or experience may be substituted for a degree on a year for year basis.	N/A

Other Requirements

Required	Preferred
Knowledge of enterprise level relational databases, data structures or in enterprise level database administration modeling in Oracle or MSSQL.	N/A

<p>Working knowledge of operating systems such as Microsoft Windows, Linux, or Unix .</p> <p>Working knowledge of high availability deployments such as Microsoft Clustering, Replication, and/or Oracle RAC.</p> <p>Working knowledge of SAN integration as it relates to database data allocation.</p> <p>Familiarity with Data Warehousing best practices and methodology.</p>	
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Experience

Required	Preferred
<p>Three or more years of experience working/administering enterprise level databases like Oracle and MSSQL.</p> <p>Two years' experience with enterprise critical database administration.</p>	N/A

Equipment

Required	Possible
<p>Personal computer and standard office equipment.</p>	N/A

Working Conditions

Usual	Special
<p>Standard office environment.</p>	<p>Occasional travel may be required.</p> <p>Occasional work in a data processing environment.</p> <p>Occasionally lift and move up to 40 pounds.</p>

Supervision

Received	Given

Accuracy

<p>Proficiency in all phases of the duties performed.</p>

Security Sensitive

<p>Specific job requirements or physical location of some positions allocated to this classification</p>
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may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.