

UNIVERSITY OF ARIZONA
DEPARTMENT OF HUMAN RESOURCES
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

JOB CODE: 73050

TITLE: Database Specialist

IT PAY BAND: B07

FLSA: Exempt

Purpose of Classification:

Installs, implements, tests, monitors and maintains database management systems and related hardware. Communicates with users to troubleshoot problems and identify database needs. Participates in database design and development.

Distinguishing Characteristics:

This is the first in a series of three classifications. It is distinguished from the Database Specialist, Senior which consults with primary stakeholders and senior management, conducts user needs analysis, and designs, develops and optimizes databases.

Example of Duties:

- Installs, implements, tests and maintains relational database software including patches, updates and upgrades and related hardware.
- Monitors database system availability and overall functionality. Creates and implements programming scripts and procedures to maintain consistent and accurate data during transfer, storage and retrieval.
- Participates in maintaining and monitoring internal and external data security. Implements and maintains database backup and disaster recovery procedures.
- Creates database user access and privileges in compliance with established procedures.
- Communicates with users to troubleshoot problems and identify database needs. Analyzes requested database changes for impact on existing computer systems.
- Trains and informs users directly or through user interfaces. Instructs users on data extraction techniques. Imports, exports and retrieves data for users.
- Creates technical and non-technical database documentation.
- Participates in the analysis, design and development of automated databases.

Knowledge, Skills and Abilities

- Knowledge of the theory, principles and practices of relational database analysis, design and administration.
- Knowledge of relational database management systems, database applications and associated hardware and software.
- Knowledge of scripting programming languages specific to assignment.
- Skill in analytical and creative problem solving.

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- Skill in communicating technical information to technical and non-technical users.
- Skill in working independently and as part of a team.
- Ability to communicate effectively, verbally and in writing.

Minimum Qualifications:

- Three years of experience installing, monitoring and maintaining relational database software and related hardware; OR,
- Associate's degree in Management Information Systems, Computer Information Technology or related field AND two years of experience installing, monitoring and maintaining relational database software and related hardware; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09