Florida State Courts System

Class Specification

Class Title: Applications/Database Administrator

Class Code: 4240

General Description

This is professional and technical work and is responsible for the administration, monitoring, planning, design, development, operation, maintenance, security, and integrity of the database and application environments. This position is also responsible for coordinating work and supervising staff. This position works independently, with minimal supervision by the Senior Information Systems Consultant (Applications Architecture Manager).
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Examples of Work Performed

 (Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises employees by assigning work, reviewing progress and assessing performance.

Monitors database and application hardware and software operations and security to ensure maximum efficiency and compliance with applicable regulations and laws.

Performs research and testing of hardware and software upgrades.

Installs and configures database management systems, IIS, SharePoint and other platforms.

Establishes and calculates optimum values for databases, SharePoint, IIS and other platform parameters using established methods.

Ensures implementation of and adherence to access security, data integrity and backup/restoration policies and procedures.

Assists with developing database data dictionaries and entity relationship diagrams.

Assists programmers and analysts in making changes to databases, SharePoint and IIS.

APPLICATIONS/DATABASE ADMINISTRATOR

Utilizes database, SharePoint and IIS performance and error monitoring tools to determine changes necessary to correct or tune platforms and systems.

Provides authoritative information or advice on computer systems and programs. Ensures that standards are developed related to the management of database and application servers.

Serves as information resource for area of responsibility; performs troubleshooting of systems and assists development staff in implementing solutions.

Reviews workflow charts and database diagrams to ensure compatibility.

Works with other technology staff to effectively facilitate administrative duties. Adheres to Information Systems Development Methodology (ISDM) and Project Management documentation requirements as adopted by ISS.

Ensures that production implementation procedures make use of appropriate information engineering principles under the ITIL framework as adopted by ISS.

Attends or conducts staff and other professional meetings to exchange information.

Attends technical or professional classes, workshops or seminars to improve technical or professional skills

Competencies

Data Responsibility:
Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Observes, receives, and otherwise obtains information from all relevant sources. Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:
Refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions. Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

APPLICATIONS/DATABASE ADMINISTRATOR

Assets Responsibility:
Refers to the responsibility for achieving economies or preventing loss within the organization.

Responsible for achieving moderate economies and/or preventing moderate losses through the management or handling of technology equipment of high value or moderate amounts of money.

Mathematical Requirements:
Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics; uses logic and set theory to understand, develop and manage databases.

Communications Requirements:
Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups. Provides information to supervisors, fellow workers and subordinates.

Complexity of Work:
Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of broad principles of professional management and leadership to solve problems; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decision:
Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with potentially very serious impact - affects work unit and may affect other units or citizens related to availability of systems and sensitivity of data.

Equipment Usage:
Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

APPLICATIONS/DATABASE ADMINISTRATOR

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and software applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in engineering, computer science, management information systems or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Six years of related experience, including database architectural and operations management.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None