

Florida State Courts System Class Specification

Class Title: Applications/Database Analyst

Class Code: 4235

[Pay Grade 107](#)

General Description

The essential function of this position within the organization is to research, design, develop, recommend and implement technologies related to databases, web and SharePoint infrastructure. This position works to ensure that the platforms, services and processes to support the automation of business processes involving SharePoint, SQL Server database technologies, Oracle databases and web environments within its domain are highly available. That includes the planning and implementation of efficient operational processes that support availability, scalability and capacity under the direction of the Application/Database Administrator. This position is responsible for ensuring the operations of the Courts' databases, SQL Server Analysis and Reporting Services, SQL Server Integration Services, SharePoint and IIS services under the domain of the Applications/Database Administrator. This position troubleshoots and diagnosis issues with databases, IIS and SharePoint providing services to the various business users and application owners. This includes installations, backups, upgrades, monitoring of SQL Server Reporting Services, SQL Server Integration and Analysis Services, SQL Server databases, Oracle databases, SharePoint and IIS. This position, under the direction of the Applications/Database Administrator, participates in feasibility studies, architectural reviews, technical walkthroughs and planning sessions with business users and other ISS staff. This position is responsible for assisting in the development of standards and policies for SharePoint governance, IIS administration, SQL Server Reporting, Integration and Analysis Services, SQL Server and Oracle database administration in the Courts.

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.)

Provides platforms, technologies and databases to support the automation of business processes for the Court.

Provides documents, project plans, implementation plans, deployment checklists related to their area of responsibility.

Participates in requirements gathering and design sessions related to SharePoint, SQL Server Integration, Analysis and Reporting.

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Analyzes, designs and prototypes software applications related to SQL Server Integration, Analysis, Reporting Services, databases, SharePoint and IIS; tests and implements production software applications developed by the DBA team.

Provides mentoring and knowledge transfer to business users, technicians and application developers in the area of automating business processes using SharePoint, database, SQL Server Integration, Analysis and Report Service automation.

Designs, develops and monitors databases, database processes, SQL Server Reporting, Integration and SharePoint processes.

Participates in the implementation of performance monitoring technologies and will be responsible for monitoring performance as directed by the Application/Database Administrator.

Assists in the implementation of capacity planning of databases and SharePoint environments in the Courts under the direction of the Application/Database Manager.

Monitors database, SQL Server Integration, Analysis, Reporting Services, SharePoint and IS operations and security to ensure maximum efficiency and compliance with applicable regulations and laws. Security will be based on separation of duties/responsibilities and will ensure effective management of the environments, platforms and services supported.

Performs research and testing of software updates for IS software under its domain SQL Server Integration, Analysis and Reporting Services, database software and SharePoint. May provide coordination for testing processes with application and other ISS groups.

Participates in implementing common technology processes in the Courts under the direction of the Applications/Database Administrator and based on Microsoft's Operational Framework. This includes assisting in the automation of change management, release management, asset management, service management and infrastructure management.

Uses ISDM and project management methodologies to organize and document work.

Researches, implements and tests hardware/3rd-party software upgrades specific to the SQL Server environment, database, SharePoint and IIS environments; evaluates operations and makes recommendations and adjustments as directed.

Researches, designs, implements, monitors, and maintains the systems, infrastructure, processes and databases efficiently.

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Participates in planning sessions and works on assigned tasks for implementing new application development platforms and technologies in the Court that relate to SQL Server technologies, database and SharePoint. Brings up issues and risks to the Application/Database Manager for resolution.

Works on a team as directed to assist in the planning, documentation and implementation of new systems.

Works as a member of the DBA team to ensure that standards are developed related to the management and architecture of the SQL Server environment, Oracle databases, SharePoint and IIS processes.

Serves as information resource for SharePoint, database design, database processes, SQL Server Reporting, Integration and Analysis Services; performs troubleshooting of and assists business users and development staff in implementing solutions related to SQL Server Reporting, Integration and Analysis Services, databases, SharePoint and IIS.

Implements security, data integrity and backup/restoration based on policies, and procedures.

Provides status reports to manager and ensures that work flows through manager to ensure that priorities are being worked on.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve technical or professional skills.

Participates in problem resolution activities to assist in identifying technical issues, root cause and to provide work-arounds and resolutions taking into account business constraints. Tracks the problem and resolutions to ensure that the same issues do not keep resurfacing.

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

Monitors implementation security, data integrity and backup/restoration policies and procedures.

Performs clerical tasks such as data entry, preparing routine or special reports, or assisting with compilation of informational materials.

Attends staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve technical or professional skills.

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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.

Directs others in major events and reports on activities and results.

People Responsibility:

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

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

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

Requires responsibility and opportunity 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.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex reports; makes presentations to professional groups.

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 principles of logical thinking, technological, scientific, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact;

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requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

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 moderately serious impact - affects work unit and may affect other units or citizens.

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.

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.

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 business management, information technology, 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.

Four years of related experience, including extensive software solution development knowledge and experience.

Licenses, Certifications, and Registrations Required:

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

None