

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Database Analyst Associate		<b>Class Code:</b> 001BF3
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 11-25-14
	<b>Summary:</b> Incumbent works at a state agency information technology division at a beginning level of database management.		

**Duties:**

- Assists in the design, implementation and maintenance of logical and physical databases;
- Works with team to determine aggregation, partitioning, and indexing strategies for physical data;
- Administers end-user access and security at the database level;
- Ensures that data is appropriately protected via database backup and related strategies;
- Assists in the load process of database software and application of fixes;
- Assists with the evaluation and selection of infrastructure components;
- Provides operational support for the database ensuring data integrity, database availability, and performance;
- Creates and maintains general utility programs;
- Provides technical assistance to application programmers as needed;
- Monitors system performance in selected areas and implements necessary changes to improve performance when possible;
- Studies hardware/software proposals to determine the impact on existing configurations;
- Provides technical assistance to, and written guidelines for, operations personnel as needed;
- Researches new techniques and technical developments to be utilized by operations to enhance systems performance;
- Performs related duties as required.

**Job Requirements:**

- Working knowledge of relational database design techniques;
- Working knowledge of a variety of computer languages;
- Working knowledge of computer hardware/software capabilities and configurations;
- Working knowledge in software and utilities related to supported Data Base Management Systems (DBMS) such as Reorg, Backup, Recovery, Load, Unload;
- Ability to apply theories, principles and methodologies to existing and new computer hardware/software;
- Ability to write database computer programs, macros, subroutines and utilities in a variety of languages;
- Effectively communicate, both orally and in writing;
- Ability to apply advanced logic;
- Ability to participate in multiple hardware/software projects and priorities;
- Ability to read and understand complicated technical manuals on programming and systems analysis.

**Difficulty of Work:**

Incumbent follows general guidelines under the direct supervision of a manager or higher-level staff. Guidelines are complex in nature and may require some judgment in making adaptations to fit the conditions of the work. Work is broad in scope and requires consideration of conflicting variables.

**Responsibility:**

Incumbent works under immediate supervision of higher-level staff and receives general instructions for work in support of agency information technology requirements. Work is reviewed for soundness of judgment, technical accuracy and compliance with division and agency policy.

**Personal Work Relationships:**

Incumbent works with personnel from within and outside the agency. Contacts are for the purpose of informing, gathering information and interpreting that information to arrive at appropriate solutions, provide technical expertise and coordinate workflow. Contacts can involve persuading and negotiating to accomplish mission while maintaining good client relations.