



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 446.0

Job Title: **DATA BASE ANALYST**

Pay Grade: 22

### **GENERAL SUMMARY:**

Under limited supervision, designs, analyzes and maintain database structures to ensure efficient database performance. Provides assistance in developing policies and procedures to ensure the integrity of the database environment.

### **RESPONSIBILITIES:**

- Coordinates the use of data to ensure data integrity and to control redundancy, loads databases and reorganizes as needed.
- Maintains the data dictionary ensuring uniformity of definitions in accordance to established standards.
- Documents application database design and structure to provide substantial support for statements made or applications proposed.
- Coordinates the programming of database usage with application personnel to ensure system demands are achieved.
- Designs and develops database formats utilizing data requirements derived from application analysis.
- Coordinates training for application personnel, including various aspects of database usage.
- Reviews and provides technical assistance to users' requests for new data elements and systems, and identifies and coordinates changes to the existing shared data environment.
- Determines and implements database search strategies and storage requirements.
- Creates test database environments and necessary libraries and procedures.
- Provides support to the design and maintenance of database structures, performs logical and physical data modeling, designs relational database models, and creates physical data models from logical data models.
- Executes procedures necessary to save, retrieve, and recover databases from hardware and software failures to ensure database integrity and database security.
- Assists with the installation and upgrades of database software to include analyzing, designing, and implementing databases.
- Assists in the evaluation of and recommendation for the selection of database management software for potential acquisition. Coordinates and supports migration to new data management system.

## **SPECIFICATIONS:**

### **KNOWLEDGE:**

Requires a Bachelor's degree in Computer Science, Business Administration, Mathematics or a related field.

### **EXPERIENCE:**

Three years of experience in data processing; including systems design, programming, and database application and management, are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Data Base Analyst

Senior Data Base Analyst

Effective: January 2008