



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 446.1

Job Title: **SENIOR DATA BASE ANALYST**

Pay Grade: 25

GENERAL SUMMARY:

Oversees the activities in the evaluation and design of database structure planning and the development of policies and procedures pertaining to the management, security, maintenance and utilization of existing and proposed database systems. Advises management on database concepts and functional capabilities.

RESPONSIBILITIES:

- Develops policies and procedures designed to ensure the integrity of the database environment.
- Provides solutions and guidelines in the maintenance of the data dictionary, such as ensuring uniform dictionary definitions and setting standards for its use.
- Oversees and monitors database performance and makes recommendations to improve database performance efficiency.
- Oversees the design and maintenance of database structures.
- Oversees and/or performs logical and physical data modeling, designs relational database models, and creates physical data models from logical data models.
- Creates and revises procedures for the saving, retrieving, backup/recovery of databases due to hardware and software failures.
- Defines, implements, and/or enhances the standards and procedures pertaining to the data monitoring, database system disaster recovery and database security.
- Oversees the installation and upgrades of database software.
- Plans, coordinates and supports migration to new data management system software levels.
- Evaluates and recommends database software packages for potential acquisition.
- Assesses future information requirements and develops goals and objectives for the development and use of an efficient and cost-effective database system.
- May supervise the work of others.

SPECIFICATIONS:

KNOWLEDGE:

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

SPECIFICATIONS: (continued)

EXPERIENCE:

Four 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 is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:**Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

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

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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: October 1990

Revised: January 2008