

Database Analyst Job Family

JOB TITLE	DATABASE ADMINISTRATOR I	DATABASE ADMINISTRATOR II Admin Level 2	DATABASE ADMINISTRATOR III Admin Level 3	SENIOR DATABASE ADMINISTRATOR Admin Level 4
<b>Promotion Criteria</b>	< 2years experience in IT; requires experience with general business process and demonstrated ability to learn	Typically >2 years experience in database administration, generally in mid/large computing environment. Demonstrated ability to learn new technology and effectively apply learning	Typically >4 years experience in database admin or related IT arena. Demonstrated understanding of both theoretical and practical aspects DBA role Understanding of how databases link with business process. Ability to work independently and with a team. Effective communications skills with colleagues and clients	Typically >8 years experience in the field. In-depth knowledge in at least one database platform, with broad view of the DB domain; viewed as 'expert' by colleagues. Has managed small to mid sized projects or components of larger project.
<b>Position Overview Statement:</b>	Perform administrative and technical duties associated with the support, tuning and maintenance of MIT's database environments including review, evaluation, design, implementation and maintenance. Will assist Programmer Analysts with database issues.	Assist in providing centralized control of the design, implementation and use of databases and their associated environments. This includes review, evaluation, design, implementation and maintenance. Will assist with providing responsibility for security and integrity of databases.	Perform administrative and technical duties associated with the support, tuning, and development of expanded and growing databases. Will perform a variety of critical database functions such as database upgrades, performance analysis & optimizations. Incumbent will act as the database management systems key resource for other team members. This can include review, evaluation, design, implementation and maintenance. Will also provide responsibility for security and integrity of databases.	Will provide central control and technical support to the design, implementation and use of MIT's administrative & academic database environment. Incumbent will act as the database management systems expert for other team members. This will include review, evaluation, design, implementation and maintenance for all servers and management tools. Will also provide responsibility for security and integrity of databases.
<b>Principal Duties and Responsibilities</b>	Provides minimal server and database services to administrative and academic clients. Assists with the application of patches, installing software, managing the database environment, monitoring performance, and troubleshooting alerts.	Provides moderate server and database services to administrative and academic clients. Applies patches, installs software, manages database environment, monitors performance, and troubleshoots alerts. Assists in managing database migration and upgrade efforts of moderate size and complexity. May have some interaction with customers to negotiate solutions and implementation specifics.	Provides broad and/or in-depth server and database services to administrative and academic clients. Applies patches, installs software, manages database environment, monitors performance, and troubleshoots alerts. May manage database migration and upgrade efforts of varying size and complexity. Interacts with customers to negotiate solutions and implementation specifics.	Provides advanced database services to administrative and academic clients. Applies patches, installs software, manages database environment, monitors performance, and troubleshoots alerts. Manages and leads database migration and upgrade efforts of greater size and higher complexity. Interacts directly and often with customers to negotiate solutions and implementation specifics. Is interface to Vendors.
<b>Supervision</b>	Relies on instruction and pre-	Works under general supervision;	Typically reports to a project	A wide degree of creativity and

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<b>Received:</b>	established guidelines to perform the functions of the job. Works under immediate supervision.	typically reports to a project leader or manager. A certain degree of latitude is required.	leader or manager. A wide degree of creativity and latitude is expected.	latitude is expected. Typically reports to a manger of head of a unit/department.
<b>Supervision Exercised:</b>	n/a	n/a	May lead and direct the work of others.	Leads and directs the work of others.
<b>QUALIFICATION S/ TECHNICAL SKILLS:</b>				
<b>Knowledge, Skills &amp; Expertise</b>	Requires <2 years experience in the field or in a related area. Requires knowledge of learned routines, procedures, practices and more complex skills. Training in certain procedures or equipment may be required. May require knowledge of IS&T's policies and procedures.	Requires >2 years experience in the field or in a related area. Requires full working knowledge of job/position responsibilities, procedures, practices; advanced training, or basic knowledge in a professional field. Requires general understanding of purpose and operations outside own work unit.	Requires >4 years experience in the field or in a related area. Requires a thorough understanding of both theoretical and practical aspects of own professional discipline. Requires in-depth understanding of the purpose and operations outside own area. Understands internal/external clients; may require awareness of external trends and best practices.	Requires >8 years experience in the field or in a related area. Requires in-depth knowledge of principles, practices and theories in professional database administration discipline. Requires project management skills; designs solutions for internal/external clients. Considered a resource for others. May have knowledge of more than one professional discipline.
<b>Critical Thinking &amp; Problem-Solving</b>	Problems are simple and recognized as similar to past experiences and precedents. Chooses from established alternative approaches to find a solution. Makes suggestions to improve work methods and procedures.	Deals with somewhat complex problems that must be broken down into manageable pieces. Sees relationships between problem components and prioritizes them. Utilizes knowledge, experience and available resources to find solutions. May participate in development of improvements and help implement change.	Recognizes problems or situations that are new or without clear precedent. Finds solutions using a systematic, multi-step approach. Primarily responsible for developing improvements and innovations to enhance performance.	Identifies, develops, and initiates innovations and solutions where precedents and procedures may not exist. May work cross-functionally to solve problems and implement changes. Analyzes decisions and actions for their support of the larger area's strategic direction. May work with senior management, resolving more complex problems.
<b>Collaboration</b>	Contribution is limited to performing own duties on a timely basis in an effective manner. Expresses one's ideas and listens to ideas of others. Keeps appropriate people informed and up-to-date.	Collaborates with team; shares relevant information with those who may be affected by decisions. Participates in formal or informal group problem solving for immediate issues.	Within one's unit or sphere of operation, determines people who are critical to accomplishing results, and may bring them together to problem solve or share workload. May lead groups through process of problem solving, soliciting ideas and opinions to form recommendations or action plans. Works to identify and solve	Actively seeks help in gathering resources, solicits input, and uses a variety of techniques to reach a solution. Leads groups in setting goals and monitors progress. Identifies need for outside support. Assists Programmer Analysts with database issues.

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			issues in the group.	
<b>Communication Effectiveness</b>	Interacts with others, employing a communication style appropriate to the person or audience. Seeks additional information to enhance understanding. Communicates basic established processes and procedures, formally or informally. May initiate and compose various types of basic business communication.	Interacts with others, employing a communication style appropriate to the person or audience. Seeks additional information to enhance understanding. Communicates basic established processes and procedures, formally or informally. May initiate and compose various types of basic business communication.	May develop factual presentations in order to inform and educate. Translates technical or procedural information into specifications or action plans. Conveys technical or complex information to others in non-technical terms.	Writes and presents reports, contracts and/or proposals for internal and/or external audiences. Interprets other viewpoints and assimilates them into work processes. Formally transfers technical or administrative knowledge to others.
<b>Decision Making</b>	Duties and activities covered by specific instructions and established work practices that require some interpretation.	Decision making guided by specific policies and objectives within which frequent decisions are required. Assists in formulating recommendations on difficult problems.	Decision making guided by specific policies and objectives within which frequent decisions are required. Assists in formulating recommendations on difficult problems.	Responsibilities include regularly making decisions and taking independent action on matters affecting a Department/School. Participates in strategy development.
<b>Influencing and Leading</b>	Seeks opportunities and sets goals for own development. Identifies and learns from mentors/developmental advisors.	Seeks opportunities and sets goals for own development. Identifies and learns from mentors/developmental advisors.	Serves as a mentor/developmental advisor and/or training resource to less experienced staff, providing an example with regard to quality of work. May ensure that others comply with established standards within one's own work unit. May provide guidance in routine tasks. May participate in department strategic planning.	May have formal supervisory and/or coaching responsibility in a work unit. Establishes and leads project timelines or short-term goals. Motivates others towards completion of tasks and assignments. Helps others to think through alternatives and choices. Participates in department strategic planning.
<b>Responsibility &amp; Accountability</b>	Work affects own work unit. Established departmental methods are followed; works within job/position specific deadlines and schedules set by supervisor. Escalates more complex issues.	Develops specific goals for one's own work. Seeks out and identifies multi-faceted problems and opportunities, taking immediate action to address them. Recognizes immediate obstacles to completing work. Initiates action to address a need without being directed.	Work significantly affects multiple units within a single department. Job has short- to intermediate-term impact. Follows departmental procedures to complete work, but may recommend changes to departmental processes. Often prioritizes own work; work is reviewed at key stages by manager/director. Anticipates consequences of actions, potential problems, or opportunities for change.	Work significantly affects a Department or large functional area within a School or Central Administrative area. Prioritizes projects; follows departmental processes. Typically directs the work of others. Acts decisively in critical situations or to circumvent a potential problem.