



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DATA BASE ANALYST IT

Job Number: 20001511

Job Code: 73310V000101

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 06/16/1982

Job Revised: 07/01/2018

Grade: 17	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$24,055-\$31,869 - Hourly	NONE
	\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary	NONE
	\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers and supports enterprise data base management system environments. Defines, creates, maintains and monitors data base related components for application systems; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Four years of professional experience in computer programming or systems analysis, or requisite skills. The experience, training, or skills requirement cannot be met with only requisite skills.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year for year basis. Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews data base application system design (logical model) to ensure feasibility, accuracy, efficiency and adherence to technical standards. Installs server based data base management systems. Defines/creates the data base definition (physical model) and other related data base components. Provides technical assistance to professional staff in the development and testing of data base applications. Monitors the performance and integrity of functioning data base systems and applications. Coordinates and/or performs maintenance on functioning application data base files. Computes space requirements for application data base files. Coordinates the reorganization or restructuring of application databases. Identifies, evaluates and makes recommendations to management concerning problems or issues in the data base environments. Performs data base problem analysis. Supports the recoveries of data base files. Assists in policy development and enforcement of data processing procedures, techniques and methods.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*