



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DATABASE ADMINISTRATOR III

Job Number: 20001511

Job Code: 73310V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 06/16/1982

Job Revised: 02/16/2025

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$42,950 - Hourly

\$6,979.38 - 37.5 Hr. Monthly Salary

\$7,444.68 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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.*

Serves as a technical lead in the management, administration and maintenance of databases within Commonwealth of Technology (COT) and non-consolidated agencies. Performs analysis, design, implementation, and problem resolution for all databases issues; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with an associate's degree OR certification in an Information Technology (IT) related field.

EXPERIENCE, TRAINING, OR SKILLS:

Six years of professional experience in IT service desk analysis, desktop support, database analysis, application programming, systems analysis, server support, computer operating system management, or related field.

Substitute EDUCATION for EXPERIENCE:

Additional education in computer science, IT, or related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Two years of additional experience in IT service desk analysis, desktop support, database analysis, application programming, systems analysis, server support, computer operating system management, or related field will substitute for the required education.

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.*

Serves as a lead in the design methods of the monitoring of system health through email notifications, system alerts, database alerts and enterprise monitoring product alerts for events such as services offline, job failure, available space, database top activity, etc. Reviews application, operating system, and custom logs for additional details surrounding alerts. Designs, monitors, and verifies automated procedures scheduled to run by any scheduling utility. Notifies management of hardware or software problems or scheduled maintenance issues, which may result in loss of service to users. Writes Structured Query Language (SQL) queries, scripts, triggers, functions, and stored procedures. Performs and designs backups/restores while verifying database integrity as necessary. Develops and follows documented processes for routine problem resolution. Installs database software, applies approved patches, database version upgrades, and performs database migrations. Creates user logins and/or grant/modify access. Applies configuration changes through change management process. Designs and utilizes team practices and procedures, while understanding organization structures and utilizes approved enterprise tools for database management/administration. Trains other DBAs of these practices and procedures. Provides assistance to users in refining/troubleshooting SQL queries and scripts. Investigates system hardware and software problems. Designs and writes scripts and processes to improve team efficiency. Improves system performance through tuning and design of indexes, file locations, and the development of data dictionaries as needed. Performs database backups and restores. Performs physical database design as well as high availability design and implementation. Assists in training other DBAs of this process. Recommends tools for and performs sandbox testing of new technologies and proof of concepts. Recommends and implements database security enhancements. Develops and maintains technical documentation and user manuals. Performs disaster recovery as needed. Develops and promotes the adoption of standards, processes, and Service Level Agreements (SLAs).

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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 employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.