

UTILITY DATABASE ANALYST

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DEFINITION

Under I direction, provides professional support in managing the Alameda Municipal Power (AMP) department's databases for optimal performance; areas of responsibility include, but are not limited to, system access and security, database programming and administration, developing queries and reports; and providing technical support to end users; and performs related duties as assigned.

DISTINGUISHING FEATURES

Positions in this classification are responsible for independently performing professional duties in support of AMP's database management and administration systems. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion, problem solving, and independent judgment.

EXAMPLES OF DUTIES

1. Plans, designs, configures, programs, tests, installs, and upgrades relational databases for new and existing systems; analyzes data and monitors for performance.
2. Manages files for database structures; monitors disk storage space and backup management activities; designs, implements, and tests back up and recovery plans; performs back up activities at scheduled times
3. Develops and prepares data queries and reports as necessary using a variety of reporting interfaces, tools, and applications.
4. Optimizes database systems by performing routine maintenance procedures, including, but not limited to, re-indexing and updating statistics; checks for database consistency; and detects and repairs database corruption.
5. Audits databases for performance and compliance.
6. Ensures security and privacy levels are maintained in all database systems.
7. Creates and maintains user permissions, system privileges, passwords, and other security methods; installs, administers, and monitors license management software; monitors database usage for security purposes; checks logs and files for evidence of problems and system failure.
8. Provides technical support in the planning of new database systems including hardware, operating systems, licensing and storage requirements.
9. Enforces data quality standards and performs quality control checks on associated data.
10. Monitors database security and performance against established standards; detects and troubleshoot problems.
11. Implements data recovery plan when necessary; prepares related project status reports as required.
12. Coordinates assigned functions with and provides support internally and externally, including other sections, divisions, departments, and vendors,.
13. Prepares and maintains systems procedures and documentation; maintains and updates manuals, codebooks, templates, computer control tables, etc.; assists in developing database policies and procedures.

Other Duties

14. Performs related duties as assigned.

WORKING CONDITIONS

- Work is performed in an office or station environment.
- Occasional work outside of regularly scheduled hours.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.

PHYSICAL DEMANDS

- Sitting or standing for extended periods of time.

- Operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, and standard office equipment.
- Ability to interpret, read, and maintain various documents, such as files and reports, in a variety of formats.
- Reach with hands and arms; repetitive movements of hands or wrist; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Ability to present and exchange information and communicate with departments and partners.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in computer information systems, business administration, database administration, business intelligence, systems analysis, system design, or related field.

Experience: Two years of responsible experience in database administration, data processing, programming, systems analysis, or systems design.

Knowledge

Knowledge of principles and practices of database management and administration, operational characteristics of servers, operating systems and network infrastructure as it relates to database management ; electronic records storage and handling techniques; a diverse range of business intelligence reporting tools; programming methods, techniques and languages specific to supported systems; database security methods and techniques; data storage principles; principles and practices of project management; software development life cycle principles and practices; methods and techniques of database design, implementation, operation, maintenance, and data manipulation; research, analysis, and management related to databases; extract transform, and load (ETL) methodologies; workflow and process improvement methodologies; technical report writing procedures; project management principles, practices and tools; and computer logic and mathematics.

Ability

Ability to work independently and perform professional work in support of information technology business operations, specifically AMP database systems, data management and analysis; write codes and scripts; perform tasks within a variety of database systems and report development platforms; recommend, implement, and monitor rigorous security measures; prepare written procedures for complex database solutions; write operating instructions and procedures for electronic data processing machine applications; coordinate with multiple parties, e.g., vendors, staff, and end users; install, configure, trouble-shoot database specific desktop/server hardware and software; maintain and administer security systems and methodologies; learn and effectively use software specific to staff needs; read and interpret documents such as operating and maintenance instructions and technical procedure manuals; prepare reports, effectively present information and respond to questions from staff and vendors; define problems, collect data, establish facts and draw valid conclusions; interpret an extensive variety of technical instructions in diagram form and work effectively with abstract and concrete variables; schedule and perform work to meet established time lines; work independently with minimal supervision; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; establish and maintain effective working relationships with vendors and staff at all levels.

Special Requirements

Willingness and/or ability to work outside regularly scheduled hours to meet operational needs and to respond to after-hours emergency calls as required.