

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: DATABASE ADMINISTRATOR II -  
Information Technology

SALARY GROUP: B20

DEPARTMENT: Manufacturing and Logistics

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 08/20/2014

POSITION #: 024517

I. JOB SUMMARY

Performs moderately complex database administration work. Work involves planning, developing, maintaining, and monitoring integrated database systems; developing and implementing database policies and procedures; and maintaining data integrity. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in assessing future information requirements in order to develop long-range, comprehensive database plans; assists in developing goals and objectives for the use and improvement of an efficient and cost-effective database system; and assists with evaluating and recommending database software packages for potential acquisition.
  - B. Assists with establishing and implementing necessary database security controls; assures availability and effective use of appropriate database management software; coordinates and supports migration to new data management system software levels; and evaluates code to ensure that it is valid, properly structured, meets industry standards, and compatible with browsers, devices and operating systems.
  - C. Assists in developing policies, procedures, training manuals, and data dictionaries designed to ensure the integrity of the database environment; develops and maintains routines to facilitate database use to include user manuals; prepares logic flowcharts, decision tables, narrative descriptions, and similar materials of computer programs; and executes the procedures necessary to save, retrieve, and recover databases from hardware and software failures.
  - D. Provides instructional guidance to systems and applications staff in database concepts and efficient access techniques; participates in routine network and desktop maintenance and activities; assists in analysis and problem resolution pertaining to the database system; and performs database performance monitoring and implements efficiency improvements.
  - E. Maintains Web applications.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Computer Science, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning systems analysis or computer programming experience to include database design.
3. Experience in DB2, Oracle, Informix, Sybase, SQL, or equivalent preferred.
4. Experience in the design, development, and maintenance of web sites and web applications preferred.
5. Experience in database security preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles, practices, and techniques of computer programming and systems design.
2. Knowledge of database technologies, structures, theories, and data analysis techniques.
3. Knowledge of computer programming languages, computer operations, systems, and procedures.
4. Knowledge of project control and cost estimating techniques.
5. Knowledge of data processing flowcharting techniques.
6. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
7. Knowledge of techniques used in the design of web application preferred.
8. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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9. Skill to identify and define user task needs.
10. Skill to process information logically.
11. Skill to conduct short-range and long-range project planning studies.
12. Skill to prioritize multiple projects.
13. Skill to communicate ideas and instructions clearly and concisely.
14. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
15. Skill to interpret and apply rules, regulations, policies, and procedures.
16. Skill in problem-solving techniques.
17. Skill to prepare and maintain complex records and files in an automated system.
18. Skill to develop reports and cross references from the data dictionary.
19. Skill to design web sites and utilize content management tools and procedures preferred.
20. Skill to schedule, test, and install web pages preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.