

POSITION TITLE: DATABASE ADMINISTRATOR I -
Information Technology

DEPARTMENT: Information Technology Division

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: Ronald Scott Herrin DATE: 05/09/2025

POSITION #: 008035

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.

- A. Participates in developing long-range, comprehensive database plans; and prepares statistics regarding database information.
- B. Assists with evaluating and recommending database software packages for potential acquisition; and ensures that appropriate database management software is available and effectively used.
- C. Assists in developing goals and objectives for the use and improvement of an efficient and cost-effective database system; assists in developing policies and procedures designed to ensure the integrity of the database environment; and makes recommendations regarding database security and recovery procedures.
- D. Assists systems and applications staff to ensure database efficiency; and assists in analyst and problem resolutions pertaining to the database system.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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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, Information Technology, Management Information Systems, or a related field. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning relational database administration, computer programming, or combination of this experience.
3. SQL Server database administration experience preferred.
4. Power BI experience preferred.
5. Experience in backup and restore activities for databases preferred.
6. Experience of data warehousing concepts and tools preferred.
7. Criminal justice information systems experience preferred.
- * Ability to maintain the security and integrity of critical infrastructure as it is defined by state law.

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 and computer operations, systems, and procedures.
4. Knowledge of project control and cost estimating techniques.
5. Knowledge of data processing flowcharting techniques.

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6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to identify and define user task needs.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill in problem-solving techniques.
11. Skill to review technical data and prepare technical reports.
12. Skill to develop reports and cross references from the data dictionary.

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, climb stairs, 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, calculator, copier, fax machine, telephone, dolly, and automobile.