



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
 Office of Human Resources
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DATABASE ANALYST	
	ICPA Level: 3
Department:	Last Updated: July 14, 2005
Division:	Approved Date: July 21, 2005
FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	

JOB DEFINITION: Under limited supervision, oversees the technical design and development of MIS databases and associated master files. This individual is responsible for day to day database administration task which includes backups and restores, data migrations between environments, optimization tasks, performance tuning, monitoring & troubleshooting database servers.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Responsible for database administration with a strong emphasis on database infrastructure implementation as well as configuration, tuning, upgrade, and planning. Plans, establishes, and maintains allocation controls over the available disk space for existing and projected requirements.

Manages efforts with systems and operations to establish and modify databases and master files, ensuring database quality, integrity and performance. Reviews, evaluates, designs, implements and maintains financial and related functional area databases by configuring, installing, implementing and maintains Oracle and other related software.

Writes and tunes SQL or other queries in logical and physical databases as well as developing reporting tools to help track, monitor, and analyze long-range projects requirements and trains users on database system(s) and reporting functionality.

Provides day-to-day support for corporate operations, analyzing database-related software problems and developing original programs, researching and resolving software and database problems. Maintains backup and recovery processes. Constructs data decomposition diagrams, provides data flow diagrams and documents the process.

Monitors and tunes performance of databases. Performs data analysis to provide management with timely and accurate information. Writes code for database access. Maintains database dictionaries, ensures database performance and resolves problems. Coordinates needs with other departments to ensure effective implementation and monitoring of databases. Manages data security.

Performs other duties as assigned or required.

(continued on reverse side)

DATABASE ANALYST

Job Code: 0000

KNOWLEDGE and SKILLS:

- Knowledge of applicable computer system software programs.
- Knowledge in UNIX background and SQL Code.
- Knowledge in strong problem research and resolution skills.
- Knowledge in networking technology, MS SQL Server 2000 and Windows 2000 administration.
- Knowledge of database administration process.

- Skill in operating a personal computer utilizing various software including electronic spreadsheets and various complex database applications.
- Skill in working independently, multitasking, prioritizing projects, and meeting deadlines.
- Skill in using analytical and research skills in performance of job duties.
- Skill creating databases and training others in their use.
- Skill in preparing database reports.
- Skill in establishing and maintaining cooperative working relationships with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Computer Science, Information Technology or equivalent **AND** five (5) years of progressively complex information technology and/or database administration experience; **OR** equivalent combination of education, training and experience. Experience must include significant work with database management systems and associated utility software.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule. Maybe called out to work off-shift in emergency situations.

MINIMUM PHYSICAL REQUIREMENTS: The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires persistent repetitive movements of the hands, wrists and fingers and the ability to sit for long periods of time.

AGE SPECIFIC: None.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Acknowledgment

Date

Print Employee Name

Date

Supervisor Signature

Date