



Code: 0658

Family: Information Technology

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Information Technology

CLASS TITLE: CHIEF DATABASE ANALYST

CHARACTERISTICS OF THE CLASS

Under direction, supervises and administers integrated database management systems for multiple projects and coordinates the design and implementation of new database technologies, and performs related duties as required

Assignments at this level typically require comprehensive and advanced knowledge of database design and analysis and the ability to manage a technical staff of professionals or complex technical or business support team(s). Positions in this class title are allocated across various City departments and perform a wide range of functions that are specific to the operational needs of the department. Common specialty titles or functional roles for positions in this class title include but are not limited to: *Lead/Supervising System Database Analyst, Lead/Supervising Application Database Analyst, and Lead/Supervising Database Developer.*

Examples of the essential core functions that characterize this class are provided below for the purpose of distinguishing the level and scope and responsibilities allocated to this class.

ESSENTIAL DUTIES

- Directs staff and/or vendors in the design, implementation, testing, and/or maintenance of database projects or software (e.g., Oracle, Business Objects software), ensuring system performance and integrity
- Sets standards and controls assignments (e.g., database systems development, maintenance projects, software implementation and testing)
- Oversees the monitoring, evaluation, and reconfiguration of existing data systems to ensure maximum efficiency
- Resolves complex operational problems between the various databases and operating systems
- Coordinates database support to programmers and systems staff, as required
- Oversees the design and review of backup and recovery techniques to protect data against disk-level failure and unauthorized access
- Designs and reviews security architectures for database systems
- Participates in the testing, installation, and/or maintenance of new database technologies for efficiency and compatibility with existing systems
- Coordinates and administers staff training (e.g., advanced database techniques)
- Functions as a liaison to operating departments

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Computer Sciences, Information Technology/Systems, or a directly related field plus four years of experience in maintaining and designing integrated database systems of which two years are in

a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and peripheral equipment (e.g., desktop computer, laptop computer, hand-held computer, computer terminals, modems, scanner)
- Client/server computer
- Local area/wide area communications network

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *applicable computer software packages
- *methods, practices, and procedures for analyzing and resolving computer-related problems
- *commercial computer systems applications and their capabilities
- *methods and techniques of database analysis and design
- *computer systems management
- *distributed and centralized computer and computer operating systems
- *IT systems development practices, standards, and procedures
- *data security policies and processes
- *space management, file back up, and restoration/disaster recovery techniques

Considerable knowledge of:

- *programming logic, data manipulation, and integrated environments

Moderate knowledge of:

- *management and supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Principal Database Analyst class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
 - *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
 - *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
 - MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
 - *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
 - INSTRUCTING - Teach others how to do something
 - *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
 - *SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
 - SYSTEMS EVALUATION - Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system
 - PROGRAMMING – Write computer programs for various purposes
 - *OPERATIONS ANALYSIS - Analyze needs and product requirements to create a design
 - *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Principal Database Analyst class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Principal Database Analyst class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Principal Database Analyst class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2014