

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Oracle Database Administrator	Job Family: IT	Job Family Zone: IT Specialist
Position Number:	Department Name: UNCSN	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: 06/02/2009	Title of Supervisor:
SAP Personnel #:	Last Updated By: S Gartner	Name of Supervisor:

Position Summary

This position, as part of a team, assists in the development, implementation and on-going support of the Oracle database(s) and development efforts to meet the University's needs in regards to PeopleSoft Enterprise Campus Solution and other projects.

The Oracle Database Administrator will assist in the configuration and maintenance including upgrades, patch management, implementation of backup/recovery policies, and monitoring of the existing and proposed Oracle environments on AIX and other platforms.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<ul style="list-style-type: none"> Assist in planning, developing and implementing information technology solutions for the PeopleSoft Enterprise Campus Solutions to meet the University's needs in regards to enterprise database requirements including assisting in the designing of new or modifying existing systems and providing technical guidance and support. Work on system adaptations; various priorities, scheduled tasks, problems, training & documentation requirements; Provide technical assistance for clients at varied organizational levels to develop and evaluate system requirements. 	35	*
<ul style="list-style-type: none"> Work closely with operating systems programmers, other database administrators, storage and performance administrators, data security, computer operations, and application programming staff in support of open systems environments and related products. Research problems/needs and arrive at valid solutions anticipating the effect of contingencies. Monitor system performance and apply maintenance as needed to provide the most efficient systems possible. Maintain appropriate documentation for systems and subsystems. 	55	*
<ul style="list-style-type: none"> Work to ensure offsite high availability/disaster recovery. Assist in Oracle DB migrations and upgrades. 	10	

Zone Definition Factors

Nature/Complexity of Work

This position is a team member responsible for day-to-day on-going support of the University's Oracle Databases and associated data analysis and reporting needs.

The nature and complexity of the work is as follows:

Monitor and manage Oracle Databases including online and batch activity including but not limited to PeopleSoft Campus Solutions;

Provide AIX/UNIX/LINUX/Windows based database applications support, multi-location server/database design and operations of the Hosted environment;

Develop and maintain batch reporting jobs; Assist with ad-hoc reporting in response to requests from customers/project teams;

Perform Oracle software upgrades and migrations;

Configure, manage and monitor Oracle Databases and other related services;

Efficiently deploy new Oracle Database installations;

Contribute to design enhancements of database/application infrastructure architecture to support business growth;

Act as first line of response to troubleshoot new and existing Oracle Database issues;

Monitor and report on the performance levels of the databases;

Work with department managers and internal teams to analyze and resolve problems associated with technical issues in the hosted environment;

Ensure university policies and standards are followed;

Propose methodologies and best practices for delivering outstanding service;

This position must have the ability to visualize, architect, and manage the implementation of Oracle operational procedures and processes that are appropriate to handle the growth of the company and have a desire to learn other database platforms.

Problem Solving/Decision-making

This position must demonstrated experience in creating and troubleshooting enterprise services that necessitate the understanding of the complex interactions among applications, databases, server operating systems, internet/network protocols, and client configurations.

Strategic Impact

Actions and decisions in this job have discernible impact to the long-term success of the PeopleSoft Enterprise Campus Solutions. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas.

Know How

In addition to Minimum Qualifications this position requires the ability to work with multiple priorities, excellent organization skills, and competence in working as a member of an enterprise team demonstrating exceptional analytical and interpersonal skills. Demonstrated experience in creating and troubleshooting enterprise services that necessitated the understanding of the complex interactions among applications, databases, server operating systems, internet/network protocols, and client configurations is essential. A keen understanding of application and data security issues surrounding such an environment is preferred. Excellent verbal and written (English) communications skills are required. Must have ability to deal with complex concepts and details. Must be a fast, self-starter with strong quantitative skills.

Technical Know How

Oracle Database Administration for Oracle 10g desirable: Database Manage System administration of similar Database software considered. Database backup/recovery database creation and general administration. Oracle Data Guard a plus. PL/SQL packages, procedures, triggers, and functions, translating entity relationship diagrams into physical data models. Must have a keen understanding of application and data security issues surrounding such an environment; and must be familiar with other database management tools.

PeopleSoft exposure desirable.

Optional attributes: Experience with server clustering and load balancing technologies for high-availability; Understanding of basic network (WAN and LAN) routing, TCP, IP, DNS, WINS, DHCP, and other related internet protocols.

Leadership

Full life cycle technical and project leadership of the deployment and support of high-availability, high-volume and enterprise-class environments. This position works across high-tech levels of the organization with the skills necessary to maintain agility and to make critical decisions under pressure in a fast-paced environment.

Interactions

Relationships with various entities both internal and external to the University are involved. The ability to establish credibility at all levels within the organization and build problem-solving partnerships with the multiple clients and colleagues is important.

Supervision

This position exercises some functional supervision over other staff.

This position receives direct supervision* from Operating Systems.

{*This is based on level of proficiency and years of service.}

Minimum Qualifications

Bachelors Degree in a job-related discipline required. Experience must include:

3+ years of experience with supporting database systems, Oracle 10g a plus.

1+ years of experience of database development and reporting.

1+ years of experience with AIX/UNIX/Windows OS technologies.

In addition one must have experience with planning, designing, implementing, and supporting a medium to large enterprise database environment under High Availability technologies; familiarity with database performance tuning, SQL tuning, reporting and data analysis; a good understanding of multi-tier and high-transaction web/internet applications; and experience with Enterprise Monitoring tools, Change Management and Incident Management.

Equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be considered.

Physical Requirements:

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours								<i>Indicate intermittent or constant</i>	
									Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	X 6
Stand	0	1	2	3	4	5	6	7	8	X 1
Walk	0	1	2	3	4	5	6	7	8	X 1
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	
Explain										

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
2. <u>THIS POSITION REQUIRES:</u>			
Squatting	X		
Bending	X		
Kneeling	X		
Reaching	X		
➤ Overhead	X		
➤ Forward	X		
➤ Low	X		
Twisting	NA		
Crawling	NA		
Climbing	X		
➤ Ladder	NA		
➤ Stairs	X		
➤ Other	NA		
Walking on rough ground	NA		
Exposure to changes of temperature/humidity	X		
Exposure to dust/fumes/gases/chemicals	X		
Being near moving machinery	NA		
Working from heights	NA		

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space:	LIFT=L	CARRY=C	PUSH=P	PULL-PL
	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	X			
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				
* If the position requires the employee to handle over 50 lbs - please explain				

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding			X
Filing			
Other Explain: Operation of a computer mouse.			

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

_____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

X Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives.

Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

_____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

X Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= Specialist	
Authorization:	Name:	Date:
Human Resources		
Supervisor:		
Administrator:		