



## Town of Oro Valley Classification Description

Title: **DATABASE ANALYST**  
Job Code: 1540  
FLSA Status: Exempt

Department: Information Technology  
Salary Grade: 118

### **POSITION SUMMARY:**

Under general supervision, installs, upgrades, administers, monitors, backs up, recovers, tunes, and maintains Town databases to ensure security, accuracy, and high performance. Creates queries and designs reports for information that meets business objectives. Provides support for databases running on several platforms to enable user access to data. Works closely with system administrators for hardware and network support. Meets with database users and systems administrators to determine needs.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Interpret business requirements and translate them into the design of regular and ad hoc reports.
- B. Work with end users on report display options such as: static reports, spreadsheets, dashboards, and business intelligence tools.
- C. Develop, extract, test, and validate report data.
- D. Provides modifications for database access and constructions including stored procedures.
- E. Develop data flow models for new databases and database schema for storing and moving business-critical data.
- F. Identify data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process.
- G. Maintains and supports applications that work in conjunction with Town's databases. Participate as a member of project teams to implement applications and databases for Town needs.
- H. Design databases by meeting with users to identify essential data entities, attributes and core relationships.
- I. Install and maintain tools needed to guard against unauthorized access to databases.
- J. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- K. Develop and configure front end tools and provide consultation and/or training to database users.
- L. Backup and restore databases. Test and document database restoration processes.
- M. Extract, transform, load (ETL) data into SQL and Access databases.
- N. Provide comprehensive weekly written and verbal status reports of database operations.

- O. Works with other subject matter experts to develop data storage strategies to support Town needs.
- P. Provide suggestions for performance improvement of all database operations.
- Q. Be available for on call operations.
- R. Regular, daily attendance is an essential function for this position.
- S. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- At least 4 years progressive experience administering Microsoft SQL databases and SQL driven tools such as SSRS, Business Objects, MS Access, and Crystal Reports.
- Strong knowledge of SQL programming and data model design.
- Strong self-sufficiency and initiative working on reports and database projects.
- Strong knowledge of system administration and security.
- Ability to understand Department analysis/report requirements, execute data pulls, validate results, and present results in easily readable format.
- Good understanding of Visual Basic programming language.
- Ability to solve abstract problems and meet nonlinear requests.
- Strong interpersonal skills.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Information Technology related field, OR an equivalent combination of education and experience.
- Minimum Four (4) years of progressive experience in database programming and administration to include design, implementation, tuning, backup, recovery, and reorganization of relational databases for a complex computer network.
- Any equivalent combination of experience and additional education that provides the knowledge, skills, and abilities to perform this work.
- Successfully complete background investigation.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.