



City of Casa Grande

Database Analyst

GENERAL PURPOSE: Under general supervision, provides database services to Information Technology (IT) users.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

- Develops and administers strategies for the control and sharing of city database resources and services.
- Ensures the stability and reliability of data access and data quality across the organization via ongoing database support and maintenance.
- Analyzes user requirements and then develops and deploys end-user practices and tools for reports, forms, queries and data extraction.
- Provides end-user training as necessary with regards to effective and efficient use of database tools and resources.
- Monitors database system details within the database, including stored procedures and execution time, and implements efficiency improvements.
- Creates and documents models for new database development and/or changes to existing ones through data flowcharting.
- Works with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures.
- Assists with the installation and configuration of relevant network components to ensure database access, consistency and integrity.
- Responds to and resolves database access and performance issues; advises on the allocation of physical data storage for database systems.
- Performs database transaction and security audits.
- Collects technical and administrative information and compiles data for reports.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION

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MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Computer Science, and two (2) year's of computer experience, including one year of database analysis or related work experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of database structures, theories, principles and practices.
- Knowledge of server-client computing and relational database environments.
- Knowledge of local system access, file sharing, and security guidelines and procedures.
- Knowledge of reporting and query tools and practices, and of data management and data processing flowcharting techniques.
- Knowledge of database tuning and troubleshooting.
- Knowledge of telecommunication equipment and peripheral devices.

- Skill in designing, building, installing, configuring and supporting database servers.
- Skill in researching database issues, standards and products.
- Skill in establishing and maintaining cooperative working relationships with City employees.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in following and effectively communicating technically complex instructions.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.