

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: DATABASE ANALYST

Reports To: Designated Supervisor

UW Job Code: 3869

UW Job Family: 38 - Computer Professional

SOC Code: 15-1242

FLSA: Exempt

Pay Grade: 26

Date: 6-2-98 (revised 12-1-01; 1-14-02; 7-1-02; 7-1-04; 7-1-08)

JOB PURPOSE:

Install, maintain, and tune database systems, environment and standards; provide technical support to the programming staff; provide support and backup responsibility to the IBM system programmers and the security administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- May supervise and assign work to support staff.
- Analyze user needs and computer processing requirements as they affect the database.
- Make recommendations regarding policy and procedures for the administrative database management systems.
- Modify database and related software to satisfy clients' requirements.
- Correct errors in database configuration to maintain data integrity.
- Train users on query language(s) and provide technical support for designated areas.
- Investigate, review and implement application and database measures; recommend operating system security measures.
- Consult with and advise users regarding system problems/failures and programming errors; recommend solutions or adjustments.
- Research, develop, and write documentation for the administrative database management system.
- Be "on-call" on a regular basis and be able to meet demanding deadlines in a high-stress/pressure environment.

SUPPLEMENTAL FUNCTIONS:

- Research, evaluate, and recommend purchase of computer hardware and software systems; prepare related reports.
- May act as supervisor in their absence, as directed.

- Other duties as assigned.

COMPETENCIES:

- Analysis/Problem Identification
- Attention to detail
- Consistency
- Influence
- Service Orientation
- Stress Tolerance
- Quality Orientation
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Computer Science or a related field**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Overall computer operations procedures.
- Programming languages in use in the division.
- Basic and routine operating systems and platforms.
- Basic and routine database management systems, languages, procedures, and controls.
- Optimizing database resource utilization.
- Database security, backup, and recovery.
- Basic and routine database and software modifications.

Skills and Abilities to:

- Use a variety of database management tools and processes.
- Write basic and routine programs in the languages in use in the division.
- Optimize database resource utilization.
- Work logically through problems and develop optimal solutions.
- Work effectively with others.

WORKING CONDITIONS:

Standard office environment; routinely exposed to video terminal display; operates within a high-stress environment; occasionally exposed to electrical or mechanical hazards.

DISTINGUISHING FEATURES:

Database Analyst: Maintains and enhances assigned database software products, completes maintenance requests, resolves problems, monitors database performance and resource utilization.

Database Administrator: Responsible for the overall administration of the database operations, standards, and procedures for successful database service delivery. Serves as a resource to management to identify and evaluate industry trends. Develops long-range plans for the implementation of new technologies.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.