

CERTIFIED IT ADMINISTRATOR (DATABASE)Duties and Responsibilities

This class of positions encompasses highly technical and supervisory responsibilities in database administration, including planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of complex database systems. Performs at varying levels of difficulty and with varying degrees of latitude for independent initiative and judgment. There are four Assignment Levels within this class of positions differing according to the complexity and sophistication of the database systems and the amount of supervision required. The following are typical assignments within this class of positions. All personnel perform related work, including end user support and disaster recovery support and, when necessary, perform the duties of related or lower titles and Assignment Levels.

Assignment Level IExamples of Typical Assignments

Under supervision, with latitude for independent action and the exercise of independent judgment, is responsible for planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of database systems and related functions. May supervise a small unit engaged in the above duties; may serve as a project leader of projects involving database administration, or may independently administer database software of a highly technical nature. In the temporary absence of the supervisor, may perform the duties of that position.

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CERTIFIED IT ADMINISTRATOR (DATABASE) (continued)Assignment Level IIExamples of Typical Assignments

Under general supervision, with wide latitude for the exercise of independent initiative and judgment, supervises a unit engaged in planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of database systems and performs related functions; serves as a project leader for complex projects involving database systems. In the temporary absence of the supervisor, may perform the duties of that position.

Assignment Level IIIExamples of Typical Assignments

Under general direction, with broad scope for the exercise of independent initiative and judgment, supervises more than one unit or projects involving planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of complex data base systems; or supervises unit supervisors, project leaders and their subordinates, instructing, directing and checking their work. In the temporary absence of the supervisor, may perform the duties of that position.

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CERTIFIED IT ADMINISTRATOR (DATABASE) (continued)Assignment Level IVExamples of Typical Assignments

Under managerial direction, with the broadest scope for the exercise of independent initiative and judgment, holds senior-level technical responsibility for an extremely complex or several large and complex database systems. Routinely serves as in-house expert and authority regarding the above database administration work of extreme complexity and high specialization; or coordinates multiple projects of highly technical complexity. May supervise a unit or units engaged in complex work involving database systems. In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

Professional/vendor certification(s) in database administration that is required for the position to be filled [see APPENDIX for list of acceptable certificates]. In addition, all candidates must have the following:

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in database administration planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been as described in "1" above; or

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CERTIFIED IT ADMINISTRATOR (DATABASE) (continued)Qualification Requirements (continued)

3. A masters degree in computer science or a related field from an accredited college may substitute for one year of experience. However, all candidates must have at least one year of satisfactory full-time (not classroom based) information technology experience as described in "1" above.

Note:

In addition to meeting the minimum Qualification Requirements:

Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

Lines of Promotion

From: None

To: Computer Systems
Manager (M 10050)

APPENDIX NYC Acceptable Vendor/Professional Certificates, as of March 15, 2006, for Certified IT Administrator (Database) Title Code No. 13644:

1. IBM Certified Advanced Database Administrator - DB2 Universal Database v8.1 for Linux, Unix, and Windows
2. IBM Certified Database Administrator - DB2 UDB (Universal Database) v8.1 for Linux, Unix, and Windows

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CERTIFIED IT ADMINISTRATOR (DATABASE) (continued)APPENDIX (continued)

3. IBM Certified Solutions Designer - DB2 Business Intelligence v8
4. IBM Certified Solutions Expert - DB2 Content Manager OnDemand iSeries
5. IBM Certified Solutions Expert - DB2 Content Manager OnDemand Multiplatform
6. Oracle 8i Certified Professional Database Administrator
7. IBM Certified Solutions Expert DB2 UDB (Universal Database) v7.1 Database Administration for OS/390 or Z/OS
8. IBM Certified Solutions Expert DB2 UDB (Universal Database) v7.1 Database Administration for Unix, Windows, and OS/2
9. IBM Certified Solutions Expert - Informix Dynamic Server v.7 System Administrator
10. IBM Certified Solutions Expert - Informix Dynamic Server v.9 System Administrator
11. Microsoft Certified Database Administrator (MCDBA)
12. Microsoft Certified Technology Specialist: SQL Server 2005
13. Oracle 9i DBA Oracle Certified Professional (OCP)
14. Oracle 9i Database Administrator Special Accreditation: Managing Oracle 9i on Linux
15. Oracle 9i Database Administrator Certified Master
16. Oracle Database 10g Administrator Certified Master
17. Oracle Database 10g Administrator Certified Professional
18. Oracle Database 10g Administrator Certified Professional with Special Accreditation