



Code: 0684

Family: Information Technology

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Information Technology

## CLASS TITLE: DATABASE ANALYST

### CHARACTERISTICS OF THE CLASS

Under supervision, assists in maintaining integrated database systems and implementing new database technologies, and performs related duties as required

The class is the entry level for the Database Analyst class series and occupants generally have some education or experience in the fundamentals of database analysis and database systems maintenance. Positions in this class are allocated across various City departments and perform a wide range of functions that are specific to the operational needs of the department. Common specialty titles or functional roles for positions in this class title include but are not limited to: *System Database Analyst, Application Database Analyst, and Database Developer*.

Examples of the essential core functions that characterize this class are provided below for the purpose of distinguishing the level and scope of duties and responsibilities allocated to this class.

### ESSENTIAL DUTIES

- Reviews designs of new database systems of limited complexity in order to ensure efficient performance and data integrity
- Monitors and evaluates the use and performance of existing database systems to ensure maximum utilization of disk space and modifies access paths and reconfigures, as required
- Maintains security and update procedures for the Data Dictionary
- Assists in resolving operational problems between databases and operating systems
- Reviews backup and recovery techniques and security architectures to protect systems and data against disk-level failures and unauthorized access
- Documents database techniques, procedures, and standards
- Assists in performing database administration functions
- Designs, codes, tests, debugs, and documents computer programs

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### MINIMUM QUALIFICATIONS

#### Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Computer Sciences, Information Technology/Systems or a directly related field, or an equivalent combination of education, training and experience

#### Licensure, Certification, or Other Qualifications

- None

### WORKING CONDITIONS

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and peripheral equipment (e.g., desktop computer, laptop computer, hand-held computer, computer terminals, modems, scanner)
- Local area/wide area communications network

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Some knowledge of:

- \*applicable computer software packages
- \*methods, practices, and procedures for analyzing and resolving computer-related problems
- commercial computer systems applications and their capabilities
- \*methods and techniques of database analysis and design
- computer systems management
- distributed and centralized computer and computer operating systems
- IT systems development practices, standards, and procedures
- \*data security policies and processes
- \*space management, file back up, and restoration/disaster recovery techniques

Knowledge of applicable City and department policies, procedures, rules, and regulations

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- SYSTEMS EVALUATION – Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system
- PROGRAMMING – Write computer programs for various purposes
- \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- **ADAPTABILITY/FLEXIBILITY** - Be open to change (positive or negative) and to considerable variety in the workplace
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
October, 2014