University of Central Florida
Class Specification
Administrative and Professional

Database Manager (Enterprise)

Job Code: 2531
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description
Serve as the top technical administrator for enterprise database use,
modification, design, and implementation.

Work with senior management to project and plan for the expansion of
enterprise databases for the University.

Oversee the design, integration, and modification of databases and
database dictionaries.

Project for senior management long term database deficiencies and service
improvements.

Plan database implementations and modifications with management.

Approve technical changes to data dictionaries.

Authorize database access and restrictions.

Ensure technical staff adheres to integrity and protection standards of
enterprise databases.

Supervise technical staff to ensure that all enterprise databases are
maintained at optimum performance levels for faculty, students, and staff.

Minimum Qualifications
Bachelor's degree and five years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Database Administrator Lead</u>

Job Code: 2533
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Serve as the top technical enterprise consultant for database modification, design, and implementation.

Oversee the architecture, installation, and management of enterprise server database environments for the University.

Develop project plans for enterprise database refreshes, upgrades, changes, and backup recovery tools.

Design, integrate, and modify databases and database dictionaries.

Oversee the installation of enterprise database servers and client software.

Coordinate the migration of large and complex enterprise databases from one server to another server.

Approve technical changes to enterprise data dictionaries and database access.

Work with software vendors to ensure the smooth integration of purchased database software into existing university enterprise database environments.

May supervise enterprise database administrators.

<u>Minimum Qualifications</u>
Bachelor's degree and five years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Database Administrator</u>

Job Code: 2532
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Responsible for database design, data modeling, data directory maintenance, and documentation for enterprise databases.

Determine data dictionary and security standards to control content, integrity, and database access.

Responsible for database capacity planning, space allocation, statistical analysis of database operation, database security, database backup and recovery, and database tuning.

Ensure enterprise databases are at optimum performance for users.

Analyze the current use of enterprise databases and develop additional documentation, training, or procedures to enable users the full use of the system.

Provide training to university database users.

May supervise database programmers.

<u>Minimum Qualifications</u>
Bachelor's degree and four years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Database Manager</u>

Job Code: 2530
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Oversee the design, integration, and modification of databases and database dictionaries for a college or division.

Approve technical changes to data dictionaries.

Ensure databases are at optimum performance for users.

Serve as the key technical consultant for database use, modification, design, and implementation.

Plan database implementations and modifications with management.

Authorize database access and restrictions.

May supervise database programmers.

<u>Minimum Qualifications</u>
Bachelor's degree and five years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Data Security Analyst</u>

Job Code: 2528
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Ensure that necessary system components are installed and maintained to
prevent the unauthorized access of data for a college or division.

Monitors the system to verify that security components are effectively
restricting unauthorized access and protecting system data.

<u>Minimum Qualifications</u>
Bachelor's degree and one year of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

<u>Data Warehouse Analyst</u>

Job Code: 2535
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

<u>Description</u>
Develop and maintain data mining applications to ensure valid and relevant data retrieval.

Determine the type of data stored, storage location, and the technical applications used to retrieve it.

Responsible for database architecture and data management.

Develop new queries to retrieve data for users.

Provide technical guidance to staff regarding data retrieval, data analysis, and reporting.

Provide technical support to management to identify, monitor, and forecast growth and other trends needed for administrative decisions.

<u>Minimum Qualifications</u>
Bachelor's degree and one year of information technology experience.