



Information Technology Job Family: **Database Administrator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Database Administrator III INDIVIDUAL CONTRIBUTOR	Database Administrator IV INDIVIDUAL CONTRIBUTOR	Database Administrator V INDIVIDUAL CONTRIBUTOR
Assist in developing system concepts and work project through to delivery and support	Plan, design and develop system concepts and work project through to delivery and support	Develop system concepts and lead the project through to delivery and support
Provide data and functional analysis, design, development, support, training and enhancements to business systems	Provide data and functional analysis, design, development, support, training and enhancements to business systems	
Conduct research and make recommendations on database products, services, protocols and standards	Conduct research and make recommendations on database products, services, protocols and standards	
Work with developers to design and implement applications	Work with developers to design and implement applications	Design and implement applications
Create models for new database development and/or changes to existing ones	Design models for new database development and/or changes to existing ones	Design and implement models for new database development and/or changes to existing ones; lead the creation of technical requirements and design deliverables
Install and configure relevant network components to ensure database access, database consistency and integrity	Install and configure relevant network components to ensure database access, database consistency and integrity	
Respond to and resolve database access and performance issues	Collaborate, respond to and resolve database access and performance issues; troubleshoot problems with complex multi-tier applications	Recommend new methodologies and tools

Database Administrator III INDIVIDUAL CONTRIBUTOR	Database Administrator IV INDIVIDUAL CONTRIBUTOR	Database Administrator V INDIVIDUAL CONTRIBUTOR
Monitor database system details within the database, including stored procedures and execution time and implement efficiency improvements	Monitor database system details within the database, including stored procedures and execution time and implement efficiency improvements	
Assist with designing and implementing systems, policies, procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets	Design and implement systems, policies, procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets	Design and implement systems, policies, procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets
Assist with defining software development project plans, including scope, schedule and implementation	Define software development project plans, including scope, schedule and implementation; implement projects in a timely manner	Define software development project plans, including scope, schedule and implementation; work with cross functional teams from planning to implementation
Assist with defining tasks, schedule, assignments, costs, collaboration with internal and external groups and individuals and reporting to management	Define tasks, schedule, assignments, costs, collaboration with internal and external groups and individuals and reporting to management	Define tasks, schedule, assignments, costs, collaboration with internal and external groups and individuals and reporting to management
Install, upgrade and maintain relational databases, middleware and related tools	Install, upgrade and maintain relational databases, middleware and related tools	
Monitor, optimize and allocate physical data storage for database systems	Monitor, optimize and allocate physical data storage for database systems	Recommend optimizations and reconfigurations as warranted after review of current operational data structures
Plan and coordinate data migrations between systems	Plan and coordinate data migrations between systems	Manage and plan data migrations between systems
	Create, review and tune SQL and PL/SQL code	
	Find ways to efficiently and effectively manage a database in development, test and production environments	
	Provide leadership in establishing, adhering to and furthering standards, best practices and metrics, proactive monitoring of mission critical administrative systems to ensure high availability	Provide leadership in establishing, adhering to and furthering standards, best practices and metrics, proactive monitoring of mission critical administrative systems to ensure high availability
		Work with DBAs to move complex large scale applications into system test and production environments

Database Administrator III INDIVIDUAL CONTRIBUTOR	Database Administrator IV INDIVIDUAL CONTRIBUTOR	Database Administrator V INDIVIDUAL CONTRIBUTOR
	Instruct, check, and may direct or mentor the work of others; may act as team leader for projects with moderate budgets of short to intermediate duration	Provide leadership and mentoring while guiding the work of others; acts as team leader for long range projects with budget responsibility
		Play a key role in planning large, complex project while working closely with a project manager

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11486 DATABASE ADMINISTRATOR III, BAND F	11487 DATABASE ADMINISTRATOR IV, BAND G	11488 DATABASE ADMINISTRATOR V, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree; more than 3 years and less than 5 years experience or equivalent.	Bachelor's degree; more than 5 year and less than 7 years experience or equivalent.	Bachelor's degree; more than 7 years and less than 10 years experience or equivalent.
IMPACT	Moderate impact	Moderate impact	Substantial impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Limited contact

FACTOR PROFILE	11486 DATABASE ADMINISTRATOR III, BAND F	11487 DATABASE ADMINISTRATOR IV, BAND G	11488 DATABASE ADMINISTRATOR V, BAND H
SUPERVISION	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students
FREEDOM OF ACTION	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction
EFFECT OF DECISION MAKING	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees
WORKING CONDITIONS	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required