



Manager of Database Administration 1
Manager of Database Administration 2
Manager of Database Administration 3

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Occupational Information

Computer and Technology Occupations

Positions in this occupational group are assigned to manage, supervise, advise, and complete work pertaining to the following job families:

- Application Software Development
- Database Administration
- Network and Computer Systems Administration
- System Software Development
- Technology and Information Security Analysis
- Computer Network Architects
- Geographic Information Systems
- Network Support
- Technology and Information Analysis
- Technology Support

Job Family Information

Database Administration

Positions in this job family are involved in modifying existing databases or database management systems or directing architects, programmers or analysts to make changes. Plan, coordinate or implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure. Work as part of a project team to coordinate database design, development, administer or determine project scope or limitations. Write or code logical or physical database descriptions or specify identifiers of database to management system or direct others in coding descriptions. Train users or answer questions. Specify users or user access levels for each segment of database. Approve, schedule, plan, or supervise the installation or testing of new products or improvements to computer systems such as the installation of new databases. Review project requests describing database user needs to estimate time or cost required to accomplish project. Develop standards or guidelines to guide the use or acquisition of software or to protect vulnerable information.

The information provided below is characteristic of the type and level of work associated with this job family. Individual positions may be assigned some or all of the accountabilities and responsibilities identified below as well as other related duties.

Typical Responsibilities and Accountabilities

Plan, direct and coordinate the operations of a program, division, department or operating unit. Promote and maintain an inclusive workplace that fosters development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Determine staffing requirements, hire and train new staff, supervise direct reporting staff according to statewide and agency policy, develop staff to maximize potential, monitor staff performance including performance reviews, delegate work duties to staff to attain objectives. Manage staff for optimum performance, allocate use of available resources, monitor and assist staff with work progress. Counsel employees in work related activities, personal growth, and career development. Resolve personnel problems including complaints and discipline. Plan and maintain systems and procedures for operating efficiency. Plan and meet objectives. Evaluate current business processes and systems, implement procedures and systems to maximize operating efficiency, establish and maintain controls, formulate policies and practices. Coordinate financial and budget activities, facilitate the preparation and analysis of reports, review performance data (financial, activity reports, etc.) to monitor and measure productivity, and goal progress. In lower and medium-level agencies, positions in these classification levels may establish organizational vision and strategic goals.

Supervision Received

Positions in these classes receive general direction in terms of broad practice, precedents, policies, and purposes of the division, program, or unit. Work is reviewed for fulfillment of program objectives; performance of responsibilities and accountabilities; conformance to law, rule, policy, contract; and adherence to the operational budgets.

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Distinguishing Features Between Classification Levels

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Scope and Impact of Decisions: Positions at this level operate within variable but defined procedures or clearly defined policies. The scope of duties include the management of assigned resources within well-defined operational objectives and goals. Positions have limited latitude to change the scope of operations. The financial accountability is small within the context of the agency.

Supervision: Positions at this level typically supervise vocational, paraprofessional and lower-level professional employees.

Manager of Database Administration 2

Scope and Impact of Decisions: Positions at this level define operational objectives and goals that align with policy, law and rule. The scope of duties also include recommendations and implementation of changes to policy, law, and rule and the management of assigned resources to re-define and meet operational outcomes and goals. The financial accountability is moderate within the context of the agency.

Supervision: Positions at this level typically supervise mid-level professionals, supervisors or lower-level managers.

Manager of Database Administration 3

Scope and Impact of Decisions: Positions at this level define operational objectives and goals that align with policy, law and rule. The scope of duties also include effective recommendations and implementation of changes to policy, law, and rule. At this level the resources managed typically represent a considerable part of the agency's total operations. This level is also assigned responsibility to integrate objectives and goals with peer management levels throughout the organization. The financial accountability is considerable within the context of the overall scope of the agency.

Supervision: Positions at this level typically supervise lower-level managers, supervisors or high-level professional staff.

Qualification Standards

The standards outlined provide candidates who have achieved a suitable knowledge and skill consideration for entrance into the defined job through education, experience or equivalent combination.

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- A Bachelor degree in Business Administration, Public Administration, Computer Science or Computer Information Systems and 2-4 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

Manager of Database Administration 2

- A Bachelor degree in Business Administration, Public Administration, Computer Science or Computer Information Systems and 4-6 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

Manager of Database Administration 3

- A Bachelor degree in Business Administration, Public Administration, Computer Science or Computer Information Systems and 6-8 years of progressive, related experience; **or**



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- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

NOTE: Agencies may identify additional qualifying degree types and special qualifications specific to the position. Related experience must provide the necessary knowledge, skills, and abilities to perform the functions of the position and its classification proficiently.

CDA87 Adopted/Revised: 06/26/2015

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