



JOB INFORMATION

<i>Job Code:</i>	165836
<i>Job Title:</i>	Database Administrator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Supervises student, temporary and/or resource workers.
<i>Job Family:</i>	Database Administration
<i>Job Family Group:</i>	Data Analysis
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Manages databases of moderate complexity through use of database software to store, organize and manage information. Creates, maintains, tunes, optimizes and audits data in databases. Backs up data on a regular basis. Maintains data security.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Specialized/technical training	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Basic knowledge and direct experience in relational database applications and database design.
X		Strong understanding of database structures, theories, principles and practices.
X		Experience with MySQL, MS-SQL, Sybase, and/or Oracle databases.
X		Some experience with high-level Web and other programming languages (e.g., HTML, Java, JavaScript), .NET; SAS, SPSS and Excel.
X		Experience with managing multiple moderately complex projects.
X		Good analytical and problem solving skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated ability to work independently and collaboratively.
X		Strong oral and written communications, technical, planning and organizational skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans, designs, develops and implements databases of moderate complexity.				
Develops models, structures, strategies, and timetables for integrating multiple relational databases, including data stored in existing on-site and off-site databases or data managed in Access or other non-enterprise quality databases.				
Works with developers to refine systems and applications that use the databases. Anticipates and accommodates future technical and programmatic needs.				
Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Contributes to the implementation of physical database design including development of scripts and helps to maintain testing environments.				
Contributes to the conversion of data between databases of various levels of sophistication (e.g., MySQL, MS-SQL, Oracle, Sybase). Participates in the planning and creation of database applications.				
Formulates and describes appropriate statistical methods. Contributes to the development of statistical analysis, reports and programming strategies that interpret, analyze and synthesize information from a variety of data sources. Assists in the preparation of reports that summarize the analysis of data. Interprets findings and provides conclusions and recommendations.				
Provides ongoing administration and refinement of data. Assists with database installation, configuration, performance tuning, and database management duties. Develops, implements and manages database models, security procedures, optimal queries, database access, logins and permissions. Performs database upgrades and the application of patches.				
Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Collaborates with others to test complex applications utilizing database management software and/or programming software.				
Advises and consults on complex analysis and database problems, and other projects as required.				
Stays informed of new developments and technologies.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.