



<b>Position Title:</b>	Senior Database Analyst	
<b>Reports To:</b>	Manager of Database and Security Management	
<b>Department:</b>	Information Technology	<b>Job Code:</b> 0384-00E
<b>Prepared By/Date:</b>	Carol Flynn/10-2004	<b>Job Group:</b> PEC
<b>Approved By/Date:</b>	Karl Herleman/3-5-2010	<b>Salary Grade:</b> 16
<b>Revised:</b>	Jennifer C. Brito/3-5-2010	<b>FLSA Status:</b> Exempt

### **Summary:**

The Senior Database Analyst is responsible for architecting, designing, developing and managing enterprise database and business intelligence (BI) solutions on Microsoft SQL Server 2008 in a dynamic multi server environment that includes integration with Microsoft's Business Productivity core products (e.g. Exchange Server, SharePoint Server, Communications Server, PerformancePoint Server).

### **Essential Duties and Responsibilities:**

- Architect, design and develop college wide database, data warehouse and BI solutions to support the college's data storage and management, information delivery, query, reporting, analysis and performance management needs
- Develop database schemas, queries, diagrams, tables, stored procedures, ETL, etc. for MS SQL Server-based databases
- Deploy, monitor, support and maintain multiple MS SQL servers and their associated services
- Optimize the performance and capacity of the MS SQL development, test and production environments
- Establish and maintain appropriate database access controls in accordance with information security standards
- Research, analyze document and resolve database issues in an independent and timely manner
- Manage database backup, recovery and business continuity solutions for the MS SQL Server-based infrastructure
- Produce and maintain technical documentation for the MS SQL Server-based infrastructure
- Uphold service level agreements (SLA's) for uptime and availability of the MS SQL Server-based infrastructure
- Collaborate with other IT team members and college departments to develop database, data warehouse and BI solutions
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Solid knowledge and understanding of server-based databases, applications, data warehousing and business intelligence solutions
- Extensive knowledge and expertise with MS SQL Server 2005 and 2008 in a dynamic multi server environment
- Extensive knowledge and expertise with database technologies, languages (such as .Net, SQL, XML) and applications
- Experience with Microsoft's Business Productivity core products (e.g. Exchange Server, SharePoint Server, Communications Server, PerformancePoint Server) is desired
- Experience with Microsoft SQL Server data warehousing and business intelligence solutions (Analysis Services, Integration Services and Reporting Services) is desired

- Ability to work well with others and have good communication skills, both verbal and written
- Ability to do programming, debugging, data analysis and system analysis
- Ability to work in a multi-ethnic and multi-cultural environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or report to work to protect, recover and continue operations at the College

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree from a regionally accredited institution and seven (7) years of experience, or Master’s degree from a regionally accredited institution and three (3) years of experience
- Two (2) or more years’ experience implementing MS SQL Server solutions for a learning management system such as Angel is desired
- Must be able to work a flexible schedule that may include evening and weekend assignments.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name