ArDOT

Classification Specifications

Title:	Effective Date:	Grade:	Job Category:
Database Analyst	January 2, 2020	XV	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
Database Analyst	July 5, 2018	XV	1 of 1

CHARACTERISTICS OF WORK

This position is responsible for designing, implementing, operating, and maintaining multiple Department database systems and monitoring and resolving internal database problems, using hierarchical or relational database management techniques.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Develop, maintain, and monitor data processing needs.
- Design, develop, implement, and maintain database tables, queries, and reports.
- Perform analysis and diagnostics to isolate the source of network, hardware, and/or software malfunctions.
- Develop best practices for data loading and extraction into and out of the data warehouse.
- Participate in design and development meetings to determine needs and ensure specifications and standards are met.
- Review and edit program documentation to ensure end user access is efficient and user friendly.
- Run periodic testing to ensure correct operation of the system in order to maintain data integrity.
- Verify compliance with current Division standards and Department policies.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university in computer science, management information systems, or related field, OR the educational equivalent to a diploma from an accredited high school plus four years of experience in related experience. Experience in database analysis. Experience in SQL Server Integration Services (SSIS) preferred.

Knowledge, skills and abilities:

Proficiency in SQL Server Enterprise 2012 or above. Ability to conform to shifting priorities, demands, and timelines through analytical capabilities. Well-developed sense of urgency and follow-through. Ability to effectively prioritize and execute tasks in a high-pressure environment. Attention to detail. Experience working in a team-oriented, collaborative environment. Must be able to learn, understand, and apply new technologies.

Working conditions:

Office environment.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

EEO Approved: