

Data Management and Administration Support Analyst

GENERAL DESCRIPTION OF DUTIES

Under direction of the Systems and Programming Manager, the individual in this position must have experience with relational database management systems and business intelligence systems. This position will assist the Business Intelligence/Database Management Architect with all data management and administrative duties relative to supporting both the test and production applications data processing, data warehousing, enterprise reporting and document management system environments, and, other data structures. This position will participate in planning, coordinating and supporting all physical changes to data repositories and ensure that user data capture, retention, extraction and reporting needs are met. Performs other related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plan and implement all changes to physical data structures while ensuring that data remains consistent across data structures, data is clearly defined, users have concurrent access to data based on their needs and that data security and recovery controls are in place. Revises data definitions as needed based on data dictionary changes or requirements.

Reviews all design and physical changes to new and existing data structures and communicates these changes to development and networking staff to determine impact.

Plans and implements security measures to safeguard data while implementing and monitoring security controls. Assigns approved user authority to access data and monitors access permissions and privileges.

Monitors and assists in performance tuning of data structures and capacity planning.

Establishes and monitors data backup/recovery guidelines and capabilities.

Plan, develop and support new and existing reporting needs for Judiciary.

Develops and documents standards and guidelines for data structure design and usage (including data dictionary), monitors trends in data management/administration, researches and procures needed hardware/software tools and assists in training users on data access and usage.

Assists in establishing overall user data capture, access permission and reporting needs.

Reviews developer data flowcharts and assists in data structure design, coding, testing and implementation. Develops data models for logical design to describe data elements, refines physical design to meet storage requirements and reviews findings with developers.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment for this position.

Timeliness and attendance are essential functions of the job.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Information Systems or related field; supplemented by a minimum of three (3) years data management and administration experience. Experience with SQL Server, Data Warehousing and Enterprise Reporting. Experience with Crystal Reports, Business Objects Enterprise, Business Objects Data Integrator, Data Transform and Load (ETL) tools.

Technical Skills and Qualifications

The individual in this position must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Possess strong analytical skills with an attention to detail; excellent oral and written communication skills; Intermediate PC knowledge, SQL Server, and Crystal Reports and Business Objects Enterprise knowledge.

PERFORMANCE APTITUDES

Human Interaction: Requires excellent client interaction skills.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of Hardware and Software tools.

Verbal Aptitude: Requires excellent presentation, oral and written communication skills.

Functional Reasoning: Requires the ability to apply principles of rational systems analysis and design. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.