DATABASE ANALYST TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee level learning to perform technical computer and systems related work which evaluates complex data storage, access and use requirements for established and requested computer applications, then designs, maintains and monitors appropriate database structures to meet these needs. Trainee appointments are for a period of up to one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Data Base Analyst without further examination. Work is performed under the general supervision of a higher ranking professional staff employee. Supervision is not a regular responsibility of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Learns to:

Design and coordinate the implementation of databases suitable for individual applications using all data structures in a multi-activity environment;

Monitor databases for usage, response, breach of privacy, and potential re-structuring;

Manage mass information storage resources by determining the physical placement for all data records incorporated into the database;

Assign data names in a manner that assures uniqueness;

Establish standards, audits database usage to insure compliance with established standards;

Coordinate activities with computer operations for providing backup and recovery;

Reorganize and/or restructure the database to accommodate physical or logical changes;

Make changes as necessary, to elements existing in the database;

Review both new systems and proposed or requested changes to existing applications which may effect the established database, and makes recommendations for change or modification.

ENTRY LEVEL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of database management systems, structures and techniques;

Good knowledge of electronic data processing systems, principles, practices and procedures of systems and applications programming;

Good knowledge of electronic data processing hardware and software, their capabilities and application;

Good knowledge of the current literature, sources of information and technological developments in the field of database management;

Ability to learn to analyze the database requirements of a variety of computer applications and to design appropriateness database structures;

Ability to learn to prepare comprehensive reports and diagrams
    relative to data management;
Sound judgement;
Initiative and resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Six years of experience in computer systems software
    programming, or systems analysis; OR

B) Graduation from a regionally accredited or New York State
    registered college or university with a bachelor's degree in
    computer science or closely related field and two years of
    experience in computer systems software programming or systems
    analysis; OR

C) An equivalent combination of training and experience as
    indicated in A) and B) above.

NOTE: Education beyond a bachelors degree in the field of computer
science may be substituted for the programming or systems analysis
experience on a year for year basis.

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