

SENIOR DATABASE ANALYST

DEFINITION

Depending on assignment, to plan, organize and coordinate professional level work involving the design, installation, management, update, and security of spatial and relational databases and/or the City's Enterprise Geographic Information System including desktops, servers, database and web applications; to perform highly complex database design and administration duties; and to provide technical and functional supervision over professional staff. Positions will be assigned a functional area. Periodically employees may be temporarily assigned duties of other functional areas or rotated based on operational needs.

DISTINGUISHING CHARACTERISTICS

The Senior Database Analyst is the advanced journey level in the Database Analyst class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series and provide technical and functional supervision over professional and technical personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Information Technology Program Manager.

Exercises technical and functional supervision over professional and technical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

All Functional Areas:

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Lead the design and implementation of integrations and interfaces between database systems and with other City systems, ensuring data is exchanged in a secure fashion using managed data transfer software.

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Design and implement database data extraction, conversion/translation and loading (ETL) scripts and models to support multiple City systems; create reports and dashboards.

Lead system design, business process design, and business solution activities and provide technical advice to staff and other departments.

Oversee efforts to integrate assigned database with enterprise systems to best meet the needs of the City.

Determine and enforce technical and security standards related to various databases; specify users and user access levels; develop processes and best practices in order to maintain the integrity of data.

Coordinate assigned functions with and provide support to other departments, other jurisdictions and agencies, and the general public; conduct user training on group or individual basis as needed; advise and train information systems personnel on database matters.

Partner with City departments and provide database solutions to meet business needs; integrate database solutions with other City enterprise solutions.

Participate in the development of Requests for Proposal; assist with the selection and oversight of consultants and vendors.

Prepare technical and administrative reports; review, prepare, and update internal system documentation and end user training instructional materials; conduct cross-training, and end user training on group or individual basis as needed.

Develop and promote standardization and best practices; develop architecture and governance; prepare and maintain procedures to ensure consistent work processes.

Oversee design and implementation of data backup and recovery plans; ensure backup are timely and complete.

Participate in budget preparation and administration for assigned projects.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

GIS Architecture/Administration Functional Area:

Plan, prioritize, and review the work of personnel assigned to professional level work involving the design, installation, management, update, and security of the City's Enterprise Geographic Information System including desktops, servers, database and web applications.

Perform the most difficult and complex work related to the administration of the City's Enterprise GIS platforms, databases and web applications including, but not limited to, SQL Server

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installations, performance monitoring and tuning database backups, restores and migrations and database schema design and changes.

Provide complex business intelligence solutions which involve the analysis of city data including demographic and location based information for use in the analysis and the creation of reports, maps, dashboards and applications.

Create and maintain GIS related technology governance documentation and provide guidance on proposed projects, applications, and systems.

Assists in the management and growth of the Enterprise GIS Program.

Install, configure, and setup and administer a variety of Geographic Information System spatial databases; respond to inquiries, updates, and integration of data requests.

Determine and enforce technical and security standards related to GIS databases; develop processes and best practices in order to maintain the integrity of data.

Produce data layers, maps, tables, or reports, using spatial analysis procedures or Geographic Information Systems (GIS) technology, equipment, or systems; perform integrated or computerized Geographic Information Systems (GIS) analyses to address business needs.

Coordinate with regional agencies to ensure that regional GIS data and processes produce acceptable outcomes for the city and the region.

Database Architecture/Data Analytics Functional Area:

Plan, prioritize, and review the work of personnel assigned to professional level working involving the design, installation, administration and operations of databases, data integrations and platforms and data analytics platforms.

Perform the most difficult and complex work related to database management and administration including backup and recovery planning and implementation, integrations, monitoring performance of assigned databases and servers, modifying and upgrading of existing databases and creating and modifying query language scripts.

Design and implement database architecture; work as part of a project team to coordinate database and data warehouse development activities and determine scope of work and limitations.

Oversee efforts for integrating different products so they work properly together, and ensure data integrations and data transfers between systems are done in a secure fashion using managed data transfer software.

Install, configure, and implement a variety of databases; respond to inquiries, updates, and integration of data requests; perform data modeling, capacity planning, and performance management tasks such as database indexing, query optimization, and auditing.

MINIMUM QUALIFICATIONS

Knowledge of:

All Functional Areas:

Advanced project management methodologies.

Relational database management systems.

Extract, transform, and load (ETL) methodologies.

Database backup plans, logs, monitoring and data recovery.

Database security roles, permissions and data transfer security.

Local area networks, operating systems and network terminology.

Database architectural principles.

Methods of database performance tuning, database management, and database auditing.

Relational Database theory, design rules and development practices including data modeling, data flow, entity relationship analysis, and database recovery techniques.

Principles and techniques of SQL, scripting, report writing, programming, electronic data processing, and application documentation.

Workflow and process improvement methodologies.

Methods of data analysis.

System licensing, auditing and compliance.

Principles and practices of technical and functional supervision and training.

GIS Architecture/Administration Functional Area:

Principles and practices of complex GIS database design, implementation, integration, operation, and maintenance for a variety of uses and applications.

Enterprise GIS databases, feature datasets and classes, relationship classes, topologies, and raster catalogs.

Principles and practices of ESRI, ArcGIS Desktop, ArcGIS Enterprise including ArcGIS Server, ArcGIS Enterprise Portal / Server, ArcGIS Data Store, and ArcGIS Web Adaptor

GIS theory and concepts.

Database Architecture/Data Analytics Functional Area:

Principles and practices of complex database design, implementation, operation, and maintenance for a variety of uses and applications.

Specialized data software including but not limited to SQL Server, Managed File Services, Secure File Transfer, ETL, and SQL Server monitoring.

Business Intelligence software including (ex. Power BI, SQL Server Reporting Services)

Relational Database theory, design rules and development practices including data modeling, data flow, entity relationship analysis, and database recovery techniques.

Ability to:

All Functional Areas:

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.

Document and implement systems following the software life cycles; make recommendations for upgrades and/or replacements.

Analyze, design, integrate, program, and manage highly technical and complex computer programs related to database operations.

Interpret and explain pertinent information technology and City policies and procedures.

Effectively manage the more complex projects.

Effectively lead cross-functional teams.

Prepare a variety of reports and maintain accurate records and files.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality as necessary.

Work weekends and evenings, as required.

Establish and maintain effective working relationships with those contacted in the course of work.

GIS Architecture/Administration Functional Area:

Plan, organize and coordinate the implementation of the City's Enterprise Geographic Information System, data management and analysis, and related network infrastructure.

Integrate and update GIS databases.

Lead, organize, implement, review and perform the more complex GIS platform administration tasks.

Database Architecture/Data Analytics Functional Area:

Plan, organize and coordinate the design, implementation, maintenance and administration of City databases.

Integrate and update a variety of databases.

Create meaningful and professional dashboards and reports

Experience and Training

Experience:

Three years of responsible experience performing duties similar to that of a Database Analyst II, within the respective assignment, with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in computer science, information systems, GIS or a related field.

License or Certificate

Possession of a valid California driver's license upon date of appointment.

04-09-22

05-24-17

04-21-14

08-25-12

Senior Database Analyst 09-26-09 Classification Eliminated

07-01-01

Senior Database Administrator