



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Data Administration Specialist

BARGAINING UNIT:

ACE

Data Administration Specialist 2

SERIES PURPOSE: The purpose of the Data Administration occupation is to coordinate and monitor office automation projects and/or to create, maintain, and support databases and assure access and availability of accurate and reliable data.

CLASS CONCEPT: The class works under general direction and requires expert knowledge of data administration processes and procedures in order to collaborate with IT Services to develop databases and create and enforce policies associated with the establishment and maintenance of databases.

Incumbents develop, publish, and maintain databases, including responsibility for maintenance, security, and confidentiality of data as well as adherence to data standards and guidelines.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Works with IT Services to design and implement high availability solutions.

Understands business intelligence data needs; defines the data warehouse and/or business intelligence design; implements data warehouses and marts, business intelligence tools, user interfaces, enterprise reporting, dashboards, analytic applications; replicates and transforms data for business intelligence.

Manages the University Inventory of courses for undergraduate and graduate courses. Implements and coordinates catalog and schedule.

Develops and/or implements standards and/or best practices; conducts performance tuning system configuration; performs data migrations, modeling, and business process monitoring.

Acts as a business analyst; participates in project planning.

Coordinates and monitors implementation, development, installation and/or maintenance of computer hardware and/or software systems.

Provides information to IT Services for software development or problem solving; acts as liaison with IT Services.

Effective 11/05/2024

Provides technical assistance to end users and assists in developing procedures for optimizing system utilization; trains users in computer program and/or equipment use; conducts seminars and/or workshops; answers end user inquiries and assists end users in resolving problems; contacts and/or meets with vendors regarding hardware and/or software products or problems.

Oversees production of and/or produces reports; writes and updates user manuals; schedules and submits production jobs; assigns security passwords to users; operates peripheral computer equipment and/or backs up files; enters, edits, updates, and/or verifies data; evaluates hardware and/or software needs and recommends purchase; evaluates and monitors data required for change requests to database; installs, configures, and troubleshoots computers; coordinates telephone network system activities; coordinates acquisition activities.

Other Functions and Responsibilities: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: technical writing and documentation practices; technology design; systems performance management; IT lifecycle concepts; project management principles and methods; back-up and recovery procedures; electronic data processing and/or computer science; computer and/or application programs; computer hardware systems.

Skill in: using data recovery tools and techniques; judgment and decision making; identifying and specifying business requirements; database analysis and evaluation; developing and interpreting policy and strategies; operation of personal computer and peripheral equipment, office equipment, and software applications.

Ability to: prepare meaningful, accurate, and concise reports; stay abreast of current technologies and trends in IT; provide expert technical advice, guidance, and recommendations to stakeholders; define problems, collect data, establish facts, and draw valid conclusions; communicate orally and in writing with users regarding technical and non-technical matters; interpret a variety of technical computer material.

(*)Developed after employment.

MINIMUM QUALIFICATIONS: At least an Associate's degree in electronic data processing, computer science, or a related field and 3 years of experience in designing and implementing high availability solutions, performing solutions design, providing technical database support, or related experience; or a minimum of 5 years of experience in designing and implementing high availability solutions, performing solutions design, providing technical database support, or related experience.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: Not applicable

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

Effective 11/05/2024

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable