

JOB DESCRIPTION

Reference Job #IS-22

Ministry: Health
Branch: Information Systems
Location: Victoria

Working Title:
Level:
Classification:

Database Administrator
Range 24
Information Systems

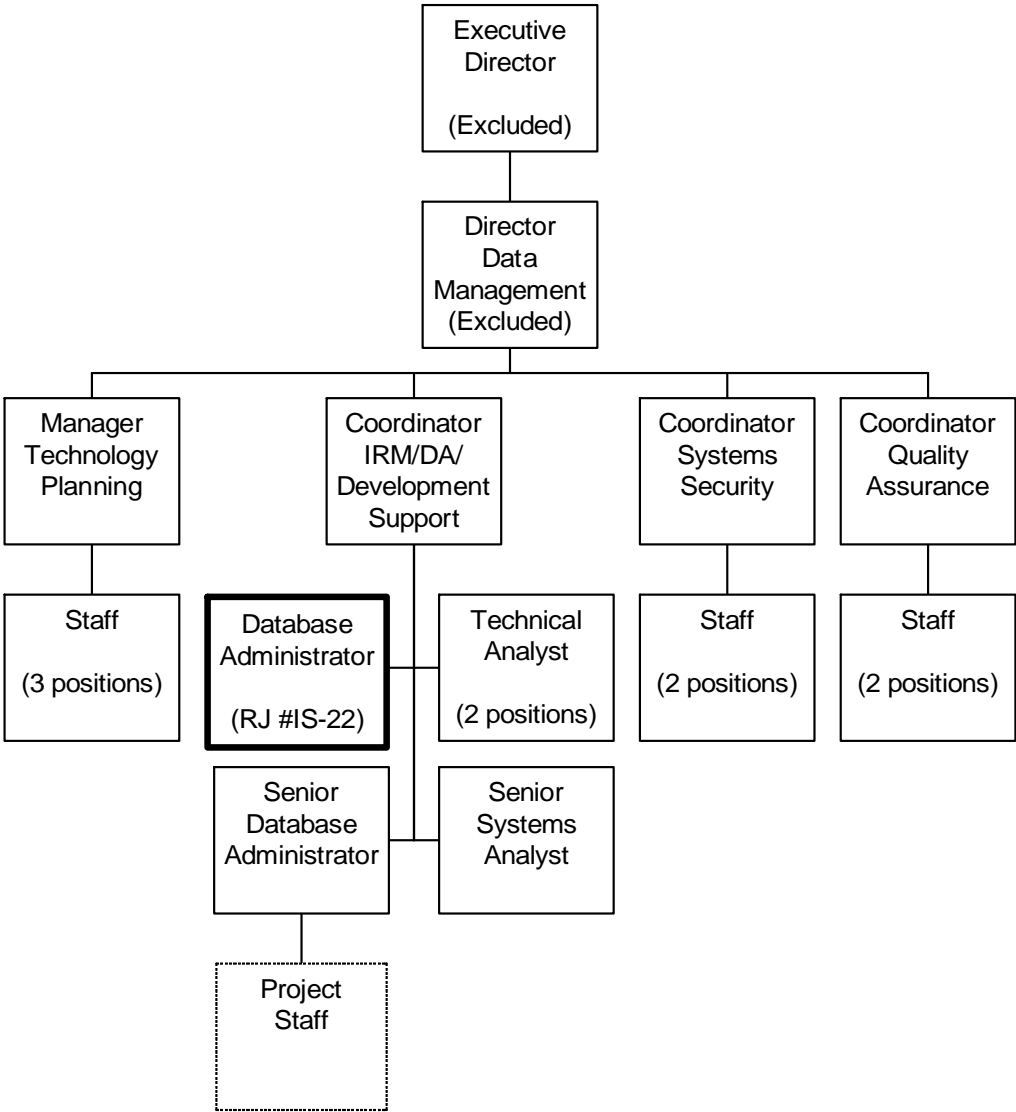
PRIMARY FUNCTION

To provide database administration, operational and user support, data administration, schema definition and data standards activities for the Ministry's corporate Data Dictionary used by systems specialists (e.g., Database Administrators) in the development of databases and applications such as Medical Services Plan (MSP) system(s) or Pharmanet.

JOB DUTIES AND TASKS

1. Provides corporate database administration for the Ministry's data dictionary
 - a. performs installation, backup/recovery, tuning and reorganization of dictionary databases
 - b. designs and implements appropriate security controls including audit, access privileges and recovery
 - c. develops and implements policies, procedures and standards for the use and operation of the data dictionary
 - d. develops and maintains documentation related to administration of the data dictionary
 - e. adapts contract language for requests for proposals (RFPs)
2. Delivers data administration support for the Ministry
 - a. provides advice and direction on meta-data standards
 - b. designs and maintains the dictionary schema or rule set
 - c. tailors the functionality of the Dictionary to support data naming conventions, edit rules, business functions and documentation requirements
 - d. adapts dictionary functionality to new technologies and systems development life cycle
 - e. participates in data administrator, data base administrator and user working groups
 - f. provides data dictionary interface to external systems and applications
3. Provides end-user support to Ministry systems specialists using the data dictionary to develop databases and applications such as MSP and Pharmanet
 - a. provides operational support and training to Information Systems staff and dictionary users
 - b. uses the dictionary executive language to implement computer programs, menus and help screens to support update, query and reporting functions
 - c. assists users in loading and/or extracting data from the dictionary
 - d. develops and maintains user documentation
 - e. makes technical presentations to users groups
 - f. uses a variety of software such as PL/1, COBOL, DB2

ORGANIZATION CHART
Reference Job #IS-22



REASON FOR CLASSIFICATION

Reference Job #IS-22

Job Title: Database Administrator

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand the theory of computer science and data storage to plan and provide database administration for the corporate data dictionary, tuning and reorganization, provide operational support to ministry systems specialists (such as Data Administrators) using the data dictionary, adapt data dictionary functionality to new technology, and develop and implements policies, procedures and standards for the data dictionary.</p> | H | 280 |
| 2 | <p>MENTAL DEMANDS Judgement to modify and to develop improvements for the use and operation of the ministry data dictionary; administer and support Data Dictionary databases containing the ministry meta-data inventory; design and maintain the dictionary schema and adapt dictionary functionality to new technologies and design and implement ministry data dictionary security controls including audit, access privileges and recovery.</p> | G | 200 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to gain cooperation and consensus on data dictionary policies, procedures and standards with other IS staff and users.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use keyboard with some requirement for speed to tune and reorganize data dictionary databases and perform data recovery to meet specific deadlines.</p> | C | 15 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry policies, technical standards and guidelines, organize the delivery of the Ministry data dictionary database administration, support and security to systems specialists using the data dictionary; develop and implement operational policies, procedures and standards specific to the data dictionary.</p> | F | 160 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt contract language for requests for proposals (RFP).</p> | E | 33 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to guide the implementation of corporate policies, procedures and standards for use and operation of the ministry's data dictionary.</p> | E | 33 |

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|------------|---|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to data dictionary users. | B | 9 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment. | A | 5 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently scrutinize data dictionary documentation and databases and to perform database tuning. | C | 12 |
| 11 | PHYSICAL EFFORT Moderate physical effort to apply frequent visual attention to computer screens and printed material while developing data dictionary documentation and tuning databases. | C | 12 |
| 12 | SURROUNDINGS Exposure to office setting with minimal disagreeable elements. | A | 2 |
| 13 | HAZARDS Limited exposure to hazards from frequent keyboarding while producing documentation and tuning databases. | B | 4 |

Total Points: 810

Level: Range 24