Staff Classification Description – Enterprise Resource Planning (ERP) Database Administrator III

Skill Category: Professional
Position (Employee) Class: 3N507 (E1)
Grade: 20
Date: 08/2011

Department: Office of Information Technology Services

Education & Experience Requirements: Bachelor's degree with a major in computer science or related field from an accredited institution. Three (3) years relevant experience in directly related field is required. A combination of education, experience, certifications, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: To provide skilled database analysis, design, and programming using a variety of database management systems. Perform highly complex database administration work as related to Banner Enterprise Resource Planning (ERP) applications and enterprise database administration (e.g. Oracle) for the SunGard Higher Education Banner ERP application and all related integrated components. Provide support to the development and implementation teams for the Banner database, Operational Data Store, Enterprise Data Warehouse, and other related ERP systems.

Supervision Given & Received: Usually works with minimal direction. Supervises student employees and/or full-time employees. Leads team projects involving two or more department staff.

Primary Responsibilities: Assists with developing and implementing processes/procedures necessary to maintain the databases and related systems used within the ERP system. Assists with managing installation, configuration, patching/updating, performance tuning, and backups of ERP databases and application servers such as Oracle DBMS and OAS. Assists with managing the security of the databases and related applications. Assists with developing and documenting standards and procedures for database administration staff. Work involves planning, scheduling, and assigning database projects. Mentors and trains database administrators and application programming staff. Assists with writing and maintaining specifications and security policies. Performs database and application monitoring and tuning to ensure databases run at peak performance; troubleshoots performance issues. Assists with designing and implementing procedures necessary to save and recover databases from hardware and software failures. Performs analysis for database sizing/capacity, server requirements, and space requirements. Works with the Infrastructure Services team to thoroughly implement and test enterprise backup and recovery solution including disaster recovery initiatives. Assists with the design of database physical structures to accommodate large transaction processing and high availability. Assists with Banner ERP application and patch update processes. Works with latest heterogeneous server operating systems (e.g. Linux, Windows Server), server/database monitoring, enterprise relational database systems (e.g. Oracle RAC), and application servers (e.g. Oracle Application Server). Assists with SQL programming using SQL and stored procedure languages such as PL/SQL. Creates, loads, and manages databases and database objects needed by the implementation, development, testing, and training teams. Performs upgrading/patching of database and related systems. Responds to, troubleshoots, and repairs issues with databases and associated applications including Banner. Implements the processes necessary to refresh or otherwise maintain sets of data for testing and development purposes, and automates processes when possible. Supports data loading, migration, conversion, and scheduled job operations. Manages database-level and application-level security and roles. Provides advanced troubleshooting of development/production systems. Reviews new database programs, functions, procedures, and packages before they are loaded into production database. Perform other related duties as assigned.

Other Specifications: To fulfill primary responsibilities, alternate work schedules may be required. Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department workgroup and throughout the university with professional staff. May interpret and implement complex policies and broad standards affecting the university. Work requires a high level of independent judgment, initiative, and sound reasoning to solve department and division issues. Work requires attention to detail, as errors can be potentially serious.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. **This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information.** The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.