Sam Houston State University Human Resources

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

Skill Category: Professional
Position (Employee) Class: 3N508 (E1)
Grade: 22
Date: 08/2018

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. Six (6) years experience in a directly related field.

Nature & Purpose of Position: Provides skilled database analysis, design, and programming. Performs highly advanced database administration and/or managerial work as related to Banner Enterprise Resource Planning (ERP) applications and enterprise database administration. Provides 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 broad direction. Supervises student and/or full-time employees. Leads team projects involving two or more department staff. Performs managerial tasks.

Primary Responsibilities: Develops and implements processes and procedures necessary to maintain the databases and related systems used within the ERP system. Manages installation, configuration, patching, updating, performance tuning, and backups of ERP databases and application servers such as Oracle DBMS and OAS. Responsible for security of the databases and related applications. Develops and documents standards and procedures for database administration staff. Plans, schedules, and assigns database projects. Mentors and trains database administrators and application programming staff. Writes and maintains specifications and security policies. Performs database and application monitoring and tuning to ensure databases run at peak performance; troubleshoots performance issues. Designs and implements 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. Designs database physical structures to accommodate large transaction processing and high availability. Manages and oversees 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. Develops and 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. Performs other related duties as assigned.

Other Specifications: Requires a documented track record of professional growth as evidenced through expanding accomplishments in relevant development activities. Examples of relevant activities include ITIL certification levels, Agile method certification levels, Six Sigma Belt certifications, Oracle certification levels, continuing professional education, participation on professional boards, publication of technical articles, etc. 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, throughout the university with professional or managerial staff, and with outside vendors. Interprets and implements complex policies, statutes, and regulations affecting the department or university level. Work requires critical judgment, a high level of initiative, and complex reasoning to solve division and university 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.