

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Oracle Database Administrator

Unit: Supervisory and Professional

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Job Code: D1006
Original Date: 12/2017
Last Revision: 07/2024
Staff Type: Classified
FLSA status: Exempt
Salary Range: 07

DEFINITION

Under the supervision of the Manager, Technical Services, or assigned manager, design, administer, and maintain the enterprise database environment; provide technical design, development, documentation, and maintenance of Oracle databases and associated master files; ensure accessibility, availability, security, and integrity of the enterprise database infrastructure to maintain effective operation; and ensure optimum performance of the database for the maximum number of users.

EXAMPLE OF DUTIES

1. Maintain and support the physical enterprise Oracle Exadata database infrastructure and related application software and system support tools on central and college servers; ensure the environment is up to date with upgrades and patches and work closely with Information Technology and Business Office staff to ensure that the Oracle environment provides optimal support to applications; provide guidance and direction and serve as a technical advisor to others involved with PeopleSoft Systems.
2. Design, implement, maintain, and perform periodic re-evaluation of the enterprise database infrastructure and applications management policies, standards, and procedures; analyze data storage, usage, and growth patterns in order to plan and execute tasks to ensure future database needs are met.
3. Design, develop, and analyze installation checklists and benchmarks for testing new software releases; prepare and maintain documentation for database maintenance, backup, and recovery procedures; monitor database systems and performance; tune databases for optimal performance, including database instance capacity planning and implementation; plan, develop, implement, and administer disaster recovery plans for the database environment to ensure database integrity.
4. Coordinate the management of an Oracle server distributed environment; manage databases, storage, and complex user privileges.
5. Provide PeopleSoft application support and maintenance; manage and implement PeopleTools upgrades, PeopleSoft application upgrades, and PeopleSoft patches and fixes; provide security management of PeopleSoft systems in the absence of the Information Security Manager; consult with those affected regarding new or revised security policies and procedures.
6. Maintain current knowledge of technological developments associated with the enterprise database infrastructure and associated applications; track and test new technology and techniques; participate in vendor product evaluation and section and in planning and implementing new solutions and improvements to the existing Oracle infrastructure.
7. Design and create new databases and refresh test database environments.
8. Participate in department budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for purchase of equipment and supplies.
9. Evaluate complex business problems and effectively communicate alternative solutions to users and technical and administrative staff.

10. Document assignment status as required; apprise administration of problems or unexpected resource requirements; participate in meetings and committees as necessary.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable federal and State laws, codes, and regulations.
- Linux and Unix utilities, tools, and operating systems.
- Logical and physical database design, modeling, programming, and implementation and performance and tuning methodologies.
- Oral and written communication skills.
- Principles and practices of managing complex Oracle Exadata databases and systems.
- Principles and practices of relational database systems and Enterprise Resource Planning (ERP) systems.
- Principles and techniques of complex computer programming, systems analysis, programming documentation, programming languages, operating methods, and available software.
- Problem diagnosis, analysis, and resolution techniques.
- Project management techniques and practices.
- Record storage and handling techniques.
- System database software installation, maintenance, backup, recovery, and testing procedures.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze complex data processing systems, identifying problems and developing logical conclusions and effective solutions.
- Analyze, design, program, install, document, and maintain highly complex computer applications.
- Communicate effectively both orally and in writing.
- Design, implement, document, and maintain complex Oracle Exadata databases.
- Ensure that applications work smoothly with databases.
- Ensure that database servers and services are operating efficiently and securely.
- Establish and maintain effective working relationships with others.
- Interpret, explain, and apply District rules, regulations, policies, and procedures.
- Maintain data integrity of the database.
- Maintain records and prepare reports.
- Manage system resources in an Oracle Exadata server distributed environment.
- Meet schedules and time lines.
- Operate computers and related equipment.
- Plan and organize work.
- Provide technical guidance to users and other technical specialists.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction and guidance to others.
- Understand and follow oral and written directions.
- Work effectively as a team member.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's Degree in Database Management, Computer Science, Information Systems, or a related field and five years of progressively responsible experience in programming, systems analysis, and database management, including at least two years of experience managing Oracle databases in connection with PeopleSoft applications.

WORKING CONDITIONS

Physical Requirements:

Category III: Typically sedentary in nature.

Environment:

Work is performed primarily in an office environment with a computer, monitor, keyboard, and mouse and may require prolonged periods of sitting.