

Position Description

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Report Run Date	Nov 14 2017 11:39AM
Position Number:	02020062
Dept:	VICE CHANCELLOR - RESEARCH - 061010
Position:	Lead Database & System Administrator
Approved Payroll Title Code:	7177
Approved Payroll Title:	DATABASE ADM 3
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS23
POSITION DETAILS	
Job Summary:	<p>Under general direction of the IT Operations Director, Information Systems & Services (ISS) and in consultation with collaborative partnership provide consultation, technical expertise and support to Office of Research departments, programs, and units and organizations in multiple physical locations.</p> <p>Perform long-range planning, research of system hardware and software, and computer security consulting, implementation, and investigation pursuant to the UC Davis Cyber-Safety Program; network and desktop system configuration and administration, systems programming, and database management and data analysis.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	N/A
Essential Responsibilities:	<p>90% SECURITY ANALYSIS, DEVELOPMENT AND SYSTEM ADMINISTRATION</p> <p>Design, implement, and administer Microsoft SQL Server and MySQL database servers. Plan and implement disaster recovery solutions across multi-site environments. Deploy database change scripts provided by third party vendors. When performance issues arise, determine the most effective way to increase performance including hardware purchases, server configuration changes, or index/query changes. Finding queries to answer questions about server-level performance. Participate in a 24/7 on-call rotation for production support. Maintain development, QA, staging, and production environments. Install database software, upgrades, and new releases. Develop, implement and maintain procedures for the back-up of data in OR and direct reporting units. Monitor network and server operations in OR and at other remote locations in an ongoing and reliable manner utilizing fail-safe methodologies. Provide security safeguards and user privileges which best meet the business needs of the organization while complying with the UC Davis Cyber-Safety Program. In conjunction with the ISS Director, participate in the planning and Cyber-Safety security review of network and computing systems that service OR, its direct reporting units, and</p>

	<p>affiliated organizations. Provide technical leadership and advice to the University through campus-wide technology committees, knowledge sharing, and content development and delivery.</p> <p>10% RESEARCH, DEVELOP AND MAINTAIN PROFICIENCY WITH VARIOUS TECHNOLOGY</p> <p>Participate in formal and informal technology training in system administration, and development to maintain proficiency with current industry technologies and techniques. Research, provide recommendations, and apply new skills and technologies to OR, its direct reporting units, and affiliated organizations as appropriate in consultation with the ISS Director.</p>
Physical Demands:	<p>Work in confined and/or limited areas while performing various hardware installations.</p> <p>Safely maneuver equipment, supplies and work in an area where there may be constant distractions.</p> <p>Lift equipment weighing up to 50 lbs.</p> <p>Work with a keyboard to enter and retrieve data computer for extended periods of time.</p> <p>Reach and work with equipment mounted in computer racks and access equipment that may be located anywhere from the bottom (floor level) to the top of seven-foot high racks.</p>
Work Environment:	<p>Work in environment with temperature, noise, and airflow parameters required for data center operations.</p> <p>Work regularly scheduled hours (8am-5pm) to respond to needs of clients throughout the day.</p> <p>Work flexible schedule including evenings, weekends, or holidays to maintain systems, respond to service disruptions, and emergency outages.</p> <p>Travel to and from client sites on and off campus.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/.</p>
Background Check:	Yes
QUALIFICATIONS	
	<p>At least 3-5 years of experience as a Database Administrator in medium to large sized organization.</p> <p>Experience designing and supporting secure computing networks and systems through physical and computer security techniques, risk assessment/needs analysis, business continuity planning, and effective policy and procedure development and implementation.</p> <p>Experience in system administration, computer networking, and business continuity plans.</p> <p>Interpersonal and communication skills to interact and communicate effectively with all levels of faculty, staff, students, consultants, and others.</p>

<p>Minimum Qualifications:</p>	<p>Computing systems experience to diagnose and provide problem-analysis.</p> <p>Experience developing, implementing, and maintaining procedures for manual and automatic back-up of network data and programs.</p> <p>Experience administering, supporting, and troubleshooting computing server software (including, but not limited to, the current versions of Linux, Windows, Exchange Server, SharePoint, Systems Center Configuration Manager/Systems Center Essentials, Internet Information Server, OpenBSD, Microsoft SQL Server) and hardware (including, but not limited to, switching equipment, SAN storage, RAID cards, wireless LAN, cabling, tape backup, storage media, and various other computing hardware devices.</p> <p>Experience administering, supporting, and troubleshooting advanced security hardware and software implementations, including hardware firewalls, patch auditing software (Windows Server Update Services), centralized antivirus management, intrusion detection systems, secure remote access technologies (VPN, etc.), secure authentication, secure authorization, and various other security hardware and software implementations.</p> <p>Skills to write administrative scripts and programs for various purposes including automating system maintenance and configuration of the computer systems.</p> <p>Technical experience with relational database systems and tools utilized in a network environment (e.g., MS SQL Server, SSIS, SSRS, and Oracle) to design, develop, and test ETL processes, find queries to answer questions about server-level performance, and tune T-SQL queries to improve performance.</p>
<p>Preferred Qualifications for Selection:</p>	<p>Bachelor's degree in Computer Science or related field preferred, or equivalent work experience.</p> <p>Analytical and critical thinking skills to analyze complex data, identify problems and develop meaningful solutions.</p> <p>Skills to conduct hardware and software training sessions targeting the common or unique needs of the Office of Research and its direct reporting units.</p> <p>Knowledge of the OSI communication model, TCP/IP and other network protocol internals to support complex LAN configurations and interpret packet-level intrusion detection system (IDS) logs and reports.</p>

SIGNATURES

Employee
 I have read this position description and understand its contents.

Date

Supervisor
 This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head
 This position description accurately describes the essential responsibilities assigned to this position..

Date