

DATA BASE ANALYST

DEFINITION

Under direction of the Department of Human Services Associate Director for Planning, Evaluation and Fiscal Services; participates in the design, maintenance and utilization of departmental data bases; provides microcomputer user support including liaison with central administration information management (IM) staff; assists in or directly provides analytical or evaluative Human Services program reports; supervises data base support staff; performs related duties as required.

EXAMPLES OF DUTIES

Pursuant to data base user needs and in cooperation with IM staff, either directly or through subordinate staff develops or coordinates changes to computerized data bases including building system standardization; utilizing applicable microcomputer based languages, codes, tests and implements data base; retrieves complex data/information from data bases or other sources to develop and/or present written reports for program analysis and evaluation; trains and advises departmental microcomputer users to use computer software systems; assists in maintaining computerized information security systems; supervises personnel including effectively recommending or directly implementing such personnel actions as hiring, promotion, performance evaluation and performance evaluation.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to an associate degree in information technology and at least one year of experience that demonstrates advanced knowledge of microcomputer hardware and software applications in a DOS/Windows client/server microcomputer network system involving large and complex data bases.

Knowledges and Abilities: Advanced knowledge of DBMS concepts; advanced knowledge of microcomputer hardware and software capabilities preferably using a Windows operating system; ability to effectively lead/supervise personnel; ability to communicate effectively orally and in writing; ability to form and maintain complex cooperative working relationships.