PERALTA COMMUNITY COLLEGE DISTRICT   - March 1, 2012

CLASSIFIED JOB DESCRIPTION

SENIOR PEOPLESOFT DATABASE ADMINISTRATOR
(SEIU Local 1021 Salary Range 123)
Job Code: 985

CLASS PURPOSE

Under direction, performs highly complex duties in the development, installation, configuration, maintenance, tuning and administration of PeopleSoft systems (Student, Financials and Human Resources) version 8.9 or higher enterprise-wide data management systems and software. Performs similar duties in the installation, configuration, maintenance and administration of operating system and other core software and support systems; serves as an expert technical advisor on complex data, applications and systems management and administration issues; and performs related duties as assigned. Contributes to the reliable and secure operation of the PeopleSoft software, SQL Server database, and related software components underlying the PeopleSoft Student, HR, and Financials applications. Installs, implements and supports PeopleSoft application software, acts as a primary technical resource for the campus administrative computing applications and provides ongoing support, including software tuning, installing upgrades and fixes and maintaining software for 24/7 availability.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Performs highly complex data management functions at an enterprise level; installs, integrates, upgrades and manages PeopleSoft database environments and structures; monitors and evaluates PeopleSoft database environments to optimize performance; plans, organizes, tests and executes migration of databases from development and test to production environments; installs and tests new releases, bundles and fixes; ensures data security protocols are maintained and backup/recovery processes are completed as scheduled.

- Performs PeopleSoft database administration functions for enterprise databases, including setting up and running database management utilities to backup, reorganize and restore databases and resolve production and operational problems; monitors utilization and manages available database resources.

- Performs PeopleSoft data and systems architect duties; analyzes data resource and server capacity and forecasts growth requirements; recommends server, hardware and RDBMS upgrades and enhancements to meet long-term needs; provides enterprise-level short- and long-term planning advice on technical enterprise database and systems management and utilization issues; promotes the effective sharing and utilization of common data across applications and departments/business units; researches and recommends software, hardware and other tools for data warehousing and data mining solutions; develops and deploys software to support data extraction, manipulation and reporting.

- Administers PeopleSoft enterprise database security processes and procedures; develops, recommends and implements security permissions, privileges, standards and guidelines.

- Installs, configures and integrates PeopleSoft application software over data management systems and supporting components and services; installs, upgrades and implements application fixes and patches; administers enterprise application software to ensure security and performance optimization.

- Works in coordination and collaboration with other information technology (IT) staff at the colleges and district office, as needed.

- Performs highly complex systems management functions at an enterprise level; installs, configures, integrates, tests, maintains and administers enterprise operating system software, including system monitoring and management software, for production, development and supplemental servers running enterprise applications and supporting components; installs and monitors system level security structures and protocols; ensures disaster response and recovery processes are followed.

- Provides advanced technical support to PeopleSoft and web team developers and users including advice and guidance on complex processes and system interdependencies; troubleshoots operational and systems issues ranging from difficult to highly complex, including problems with multiple solutions and potential significant consequences; works with other IT staff to develop and implement or recommend the implementation of appropriate solutions to complex problems.

- Oversees, reviews and responds to developers on PeopleSoft application customization and security requests, ensuring that development standards are followed, application changes are documented, change control procedures are strictly enforced and change projects are migrated across applications environments in an orderly manner.

- Collaborates with other IT staff to develop and implement technology standards, policies and procedures.

- Develops and maintains schematics and other documentation of PeopleSoft database and systems architectures and administration processes.

- Keeps abreast of advancements and emerging trends in data management and storage systems, networking and multi-platform communication technologies; consults with vendors and other sources on industry and product direction, functionality and capabilities.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of a bachelor's degree from an accredited college or university in computer information systems or a related field and four years of related experience; or any combination of education and relevant work experience that would provide the knowledge, skills and abilities for this position.

2. Examples of relevant experience:

- Knowledge of:
    - Principles, practices and techniques of information systems management, including applications design, hardware and software options for administrative, business and academic functions and the cost-benefit of systems alternatives.
    - Relational database theory, design rules and development practices.
    - Data storage, warehousing and mining principles, methods and technology solutions.
    - Database management systems and software, including architectures, diagnostic tools, commands and utilities.
    - Tools and utilities used in monitoring and tuning database, applications and systems performance.
    - Operating system architectures, characteristics, components and commands applicable to enterprise information systems and platform operating systems.
    - Network architectures and theory and principles of network design and integration, including topologies and protocols.
    - Principles, practices and methods of systems/network administration and maintenance, including configuration, performance tuning and diagnostic tools.
    - Systems integration design concepts as they apply to areas of responsibility.
    - Principles and practices of sound business communication.
    - Principles, practices and methods of project management as they apply to information technology projects.
- Ability to:
    - Plan, organize, integrate and manage a broad range of complex data and systems management, upgrade, administration and maintenance activities.
    - Establish and maintain project and production schedules and balance responsibilities for multiple activities to ensure timely, high-quality results.
    - Identify information and technology management issues and opportunities, analyze complex problems and alternatives and develop sound conclusions and recommendations.
    - Perform PeopleSoft database and systems troubleshooting and tuning to resolve complex data and systems management, communication and interoperating problems.
    - Assess customer needs, set priorities and allocate resources to most effectively meet needs in a timely manner.
    - Develop and implement appropriate procedures and controls.
    - Understand and apply functional requirements to the development of systems proposals, specifications and recommendations for cost effective information systems and technology solutions.
    - Communicate clearly and effectively to diverse audiences of technical and non-technical personnel, both orally and in writing.

- o Prepare clear, concise and accurate proposals, reports, documentation and other written materials.
- o Read, interpret, explain and apply technical information on systems processes, software and hardware for technical and non-technical users.
- o Exercise sound expert independent judgment within general policy guidelines.
- o Keep technical skills current to meet continuing work responsibilities.
- o Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- o Establish and maintain highly effective working relationships with District managers, power and other users, consultants, vendors, employees and others encountered in the course of work.

3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 25 lbs.
- Occasional pushing and pulling up to 40 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A