University of Nebraska Central Administration
Job Description

General Information

<table>
<thead>
<tr>
<th>Working Job Title:</th>
<th>Job Family:</th>
<th>Job Family Zone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Database Administrator</td>
<td>IT</td>
<td>IT Specialist</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Department Name:</th>
<th>SAP Organization Unit Number:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>UNCSN</td>
<td></td>
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<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th>Date of Last Update:</th>
<th>Title of Supervisor:</th>
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<tbody>
<tr>
<td></td>
<td>06/11/2012</td>
<td>Operating Systems, Team Lead</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>SAP Personnel #:</th>
<th>Last Updated By:</th>
<th>Name of Supervisor:</th>
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<tbody>
<tr>
<td></td>
<td>HR/ S. Gartner</td>
<td>Steve Hall</td>
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Position Summary

This position provides on-going support to meet both the University of Nebraska and the Nebraska State College System needs in regards to PeopleSoft Enterprise Campus, as well as other systems utilizing the Oracle database.
Responsible for assisting with Enterprise Oracle database development, configuration and maintenance including; documentation, backups, restores and protection; utilizes various support tools to monitor and administer the Oracle databases; proposes and implements upgrades/enhancements and patch management to improve the performance and reliability of the system, defining base definition, and structure. As needed, conducts research and monitors development in proposed Oracle environments and works with AIX/UNIX/ Windows OS technologies.

Duties & Responsibilities

<table>
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<tr>
<th>% of Time</th>
<th>Essential Functions</th>
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</table>

Indicate % of time spent and indicate with an “*” the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.

Responsible for day-to-day on-going support of the university’s Oracle databases and associated data analysis and reporting needs. Duties included:

- Configure, manage and monitor Oracle databases and other related services; Act as first line of response to troubleshoot new and existing Oracle database issues;
- Provide Unix/Windows based database applications support, multi-location server/database design and operations of the Hosted environment;
- Monitor and manage hosted oracle databases and escalate concerns according to established procedures with all technical teams; Investigate and report on the performance levels of the databases;
- Develop and maintain batch reporting jobs; Perform ad-hoc reporting in response to requests from customers/project teams;
- Perform Oracle software upgrades and migrations;
- Efficiently deploy new Oracle database installations;
- Implement, use and troubleshoot Oracle RMAN for backups, duplications and restores in combination with 3rd party backup solutions;
- Work to ensure offsite high availability/disaster recovery by managing Oracle DataGuard using Disaster Recovery best practices;
- Work with department managers and internal teams to analyze and resolve problems associated with technical issues in the hosted environment; Demonstrate experience with Unix in general and, as needed, call upon experience and knowledge of AIX and Linux;
- Propose methodologies and best practices for delivering outstanding service; Contribute to design enhancements of database/application infrastructure architecture to support business growth;

Special Assigned Projects and “Other Duties As Assigned”

- IT, Oracle and other database research projects;
- Involvement in university-wide or statewide projects
Zone Definition Factors

Nature/Complexity of Work
The position requires an individual that works with considerable independence, initiative, and exercises sound judgment in accomplishing professional IT functions and objectives. Complexity of work is high. Design and implementation of beginning to end solutions must fit into team and system architecture and requires a high level of communication and coordination. Currency of technical knowledge is necessary in order to adapt and respond to dynamic needs. External deadlines are the most important factor when working with UNCSN customers. This position must have the ability to visualize, architect, and manage the implementation of Oracle operational procedures and processes that are appropriate to handle the growth of the company and have a desire to learn other database platforms.

Problem Solving/Decision-making
This position must demonstrate experience in creating and troubleshooting enterprise services that necessitate the understanding of the complex interactions among applications, databases, server operating systems, internet/network protocols, and client configurations. Decision-making requires the ability to determine accuracy and relevance of information and the impact it may have system wide.

Strategic Impact
Actions and decisions in this job have discernible impact to day to day operations as well as the long-term success of the PeopleSoft Enterprise Campus Solutions. Errors reflect unfavorably on the individual, the functional area, overall business operations and other functional areas.

Know How
In addition to Minimum Qualifications this position requires the ability to:
- work with multiple priorities, portray excellent organization skills, and competence in working as a member of an enterprise team demonstrating exceptional analytical and interpersonal skills;
- a keen understanding of application and data security issues surrounding such an environment;
- the ability to deal with complex concepts and details. Must be a fast, self-starter with strong quantitative skills.

Technical Know How
- Oracle Database Administration for Oracle11g with the ability to address: Oracle Advanced Replication and Streams, PL/SQL packages, procedures, triggers, and functions, translating entity relationship diagrams into physical data models.
- Must have a keen understanding of application and data security issues surrounding such an environment; and must be familiar with other Oracle database management tools.
- Experience with server clustering and load balancing technologies for high-availability, an understanding of basic network (WAN and LAN) routing, TCP, IP, DNS, WINS, DHCP, and other related internet protocols; Cognos or similar ETL tools.

Leadership
Full life cycle technical and project leadership of the deployment and support of high-availability, high-volume and enterprise-class environments. This position works across high-tech levels of the organization with the skills necessary to maintain agility and to make critical decisions under pressure in a fast-paced environment.

Interactions
Relationships with various entities both internal and external to the University are involved. This position
works closely with operating systems programmers, other database administrators, storage and systems administrators, data security, computer operations, and application programming staff in support of open systems environments and related products. The ability to establish credibility at all levels within the organization and build problem-solving partnerships with the multiple clients and colleagues is important.

**Supervision**

This position exercises functional Supervision over others AND receives in-direct, Supervision* from Operating Systems Team Lead. [*This is based on level of proficiency and years of service.]

**Minimum Qualifications**

**Education:** Master’s degree in Engineering, Computer Science, MIS or related field and 3 years of Oracle database administration experience OR consideration may be given to a U.S. Bachelor degree or foreign equivalent in Engineering, Computer Science, MIS or related field with five years of progressive experience in Oracle database administration.

**Work experience required:**

- 3+ years of experience supporting Oracle database environments, including 11g
- 1+ years of experience with database performance tuning, SQL tuning, reporting and data analysis;
- 1+ years of experience with UNIX OS technologies and writing shell scripts, knowledge of AIX and Linux is desired
- Must demonstrate excellent verbal and written (English) communications skills to expresses information (ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (example: technical use versus business use, sensitive or controversial information) in addition to making clear and convincing oral presentations;
- Experience with planning, designing, implementing, and supporting a large enterprise Oracle database environments using High Availability technologies; including DataGuard
- Experience with multi-tier and high-transaction web/internet applications;
- Experience with database backup and recovery procedures utilizing RMAN;
- Experience with Enterprise Monitoring tools, Change Management and Incident Management.

**Physical Requirements:**

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

<table>
<thead>
<tr>
<th></th>
<th>Circle the appropriate number of hours</th>
<th>Indicate intermittent or constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit</td>
<td>0 1 2 3 4 5 [6] 7 8</td>
<td>X 6</td>
</tr>
<tr>
<td>Stand</td>
<td>0 [1] 2 3 4 5 6 7 8</td>
<td>X 1</td>
</tr>
<tr>
<td>Walk</td>
<td>0 [1] 2 3 4 5 6 7 8</td>
<td>X 1</td>
</tr>
<tr>
<td>Drive Motor Vehicle Explain</td>
<td>0 1 2 3 4 5 6 7 8</td>
<td>Occasionally (less than 2 hrs daily)</td>
</tr>
</tbody>
</table>

2. **THIS POSITION REQUIRES:**

   - Squatting X
   - Bending X
   - Kneeling X
   - Reaching
     - Overhead X
     - Forward X
     - Low X
   - Twisting
   - Crawling
   - Climbing
3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space:  

<table>
<thead>
<tr>
<th>LIFT=L</th>
<th>CARRY=C</th>
<th>PUSH=P</th>
<th>PULL-PL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 hrs daily</td>
<td>Up to 2 hrs daily</td>
<td>Between 2-5 hrs daily</td>
<td>Over 5 hrs daily</td>
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</tbody>
</table>

11 - 24 lbs  
25 - 49 lbs  
50 - 74 lbs  
75 - 100 lbs  
* Over 100 lbs  
* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

<table>
<thead>
<tr>
<th>RIGHT</th>
<th>LEFT</th>
<th>BOTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboarding</td>
<td>X</td>
<td>Filing</td>
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</table>

Other Explain:  
Operation of a computer mouse.

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

- Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

- Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

- Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

- Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

- Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

- Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]
Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:
_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

_____ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:
_____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

_____ Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:
_____ May provide incidental guidance to others. [1]

_____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]
Impact:

______Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

______Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area.[2]

_X__ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

______Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

______Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

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<thead>
<tr>
<th>Summary:</th>
<th>Job Family Zone Assignment= IT SPECIALIST</th>
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<tbody>
<tr>
<td>Authorization:</td>
<td>Name:</td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
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<tr>
<td>Supervisor:</td>
<td>Administrator:</td>
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