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>
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<tbody>
<tr>
<td>Sr. Oracle Database Administrator</td>
<td>IT</td>
<td>IT Specialist</td>
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<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Department Name:</th>
<th>SAP Organization Unit Number:</th>
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<tr>
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<td>UNCSN</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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<tr>
<td></td>
<td>09/12/2008</td>
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<tr>
<th>SAP Personnel #:</th>
<th>Last Updated By:</th>
<th>Name of Supervisor:</th>
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Position Summary

The position, as part of a team, is responsible for the planning, development, implementation and on-going support of Enterprise Oracle database administration and requirements to meet the University’s needs in regards to PeopleSoft Enterprise Campus Solutions.

The Sr. Oracle Database Administrator is responsible for the installation, configuration, and maintenance including upgrades and patch management, implementation of backup and recovery policies, and monitoring of the existing and proposed Oracle environments on a UNIX platform.

Duties & Responsibilities

<table>
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<tr>
<th>% of Time</th>
<th>Essential Functions</th>
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<tbody>
<tr>
<td>55</td>
<td>*</td>
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<td>25</td>
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<tr>
<td>20</td>
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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.

- Plan, develop and implement information technology solutions for the PeopleSoft Enterprise Campus Solutions to meet the University’s needs in regards to enterprise database requirements including designing new or modifying existing systems and providing technical guidance and support.
- Plan, develop, and implement system adaptations; set priorities, schedule tasks, resolve problems, identify training & documentation requirements, and provide status reports as needed with an emphasis on providing a collaborative, stable, user-friendly computing environment.
- Provide technical consultation for clients at varied organizational levels to develop and evaluate system requirements. This includes setting obtainable time lines that take into account the needs of all of our clients.
- Work closely with operating systems programmers, other database administrators, storage and performance administrators, data security, computer operations, and application programming staff in support of open systems environments and related products.
- Research problems/needs and arrive at valid solutions anticipating the effect of contingencies.
- Monitor system performance and apply maintenance as needed to provide the most efficient systems possible.
- Maintain appropriate documentation for systems and subsystems.
- Work to ensure implementation of best practice operations, system documentation and offsite high availability/disaster recovery. Assist in Oracle DB migrations and deployment of new systems.
Nature/Complexity of Work

This position is a senior member of a team responsible for day-to-day planning, development, implementation, and on-going support of the university’s Oracle databases and associated data analysis and reporting needs. Duties included:

- Monitor and manage hosted oracle databases along with reporting batch jobs and escalate according to established procedures; provide Unix/Windows based database applications support, multi-location server/database design and operations of the Hosted environment;
- Develop and maintain batch reporting jobs; Perform ad-hoc reporting in response to requests from customers/project teams;
- Perform Oracle software upgrades and migrations;
- Configure, manage and monitor Oracle databases and other related services;
- Efficiently deploy new Oracle database installations;
- Contribute to design enhancements of database/application infrastructure architecture to support business growth;
- Act as first line of response to troubleshoot new and existing Oracle database issues;
- Report on the performance levels of the databases;
- Work with department managers and internal teams to analyze and resolve problems associated with technical issues in the hosted environment;
- Ensure university policies and standards are followed;
- Propose methodologies and best practices for delivering outstanding service;

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 demonstrated 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.

Strategic Impact

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

Know How

In addition to Minimum Qualifications this position requires the ability to work with multiple priorities, excellent organization skills, and competence in working as a member of an enterprise team demonstrating exceptional analytical and interpersonal skills. Demonstrated experience in creating and troubleshooting enterprise services that necessitated the understanding of the complex interactions among applications, databases, server operating systems, internet/network protocols, and client configurations is essential. A keen understanding of application and data security issues surrounding such an environment is preferred. Excellent verbal and written (English) communications skills are required. Must have 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 Oracle 10g 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.

Optional attributes: Experience with server clustering and load balancing technologies for high-availability; 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. 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 other staff. This position receives direct, Supervision* from Operating Systems. {*This is based on level of proficiency and years of service.}

Minimum Qualifications
Bachelors Degree in a job-related discipline (or equivalent work experience) required. Experience must include:
5+ years of experience with supporting Oracle databases, including 10g.
5+ years of experience with database reporting and ETL administration.
5+ years of experience with UNIX OS technologies.
In addition one must have experience with planning, designing, implementing, and supporting a large enterprise Oracle database environments under High Availability technologies; familiarity with database performance tuning, SQL tuning, reporting and data analysis; a good understanding of multi-tier and high-transaction web/internet applications; and 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>Circle the appropriate number of hours</th>
<th>Indicate intermittent or constant</th>
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<tbody>
<tr>
<td></td>
<td>Intermittent</td>
</tr>
<tr>
<td></td>
<td>Constant</td>
</tr>
<tr>
<td>Sit</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>Stand</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>Walk</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>Drive Motor Vehicle Explain</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
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2. **THIS POSITION REQUIRES:**

<table>
<thead>
<tr>
<th></th>
<th>Occasionally (less than 2 hrs daily)</th>
<th>Between 2 - 5 hrs daily</th>
<th>Over 5 hrs daily</th>
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</thead>
<tbody>
<tr>
<td>Squatting</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneeling</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reaching
  ➢ Overhead X
  ➢ Forward X
  ➢ Low X
Twisting
Crawling
Climbing
  ➢ Ladder NA
  ➢ Stairs X
  ➢ Other NA
Walking on rough ground NA
Exposure to changes of
  temperature/humidity X
Exposure to dust/fumes/gases/chemicals X
Being near moving machinery NA
Working from heights NA

3. THIS POSITION REQUIRES EMPLOYEE TO:

   Indicate letter in appropriate Space:
   LIFT=L CARRY=C PUSH=P PULL-PL

   Less than 2 hrs daily
   Up to 2 hrs daily
   Between 2-5 hrs daily
   Over 5 hrs daily

11 - 24 lbs X
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:

   RIGHT LEFT BOTH

Keyboarding X
Filing
Other Explain: Operation of a computer mouse.

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.

  ______ 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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<tr>
<th>Summary:</th>
<th>Zone Assignment=</th>
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<td>Authorization:</td>
<td>Name:</td>
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<tr>
<td>Human Resources</td>
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<tr>
<td>Supervisor:</td>
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<tr>
<td>Administrator:</td>
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