

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (INFORMATION TECHNOLOGY DIVISION – BUSINESS APPLICATIONS – LOCATION – 55 YORK BLVD., 6th FLOOR)

DATABASE ADMINISTRATOR

SUMMARY OF DUTIES

Reporting to the Supervisor, Business Applications, the Database Administrator (DBA) installs, maintains, and administers the City's databases and database management systems for all enterprise and departmental applications. The Database Administrator develops database operations standards and manages user access, data integrity, data security and capacity for all IT database environments. Database environments include Oracle, SQL Server, MySQL and PeopleSoft on SQL Server.

The DBA provides database services to the systems analysts, application developers and quality analysts as part of project teams and the application support / maintenance team as well as to the other IS departments as requested.

GENERAL DUTIES

Develops database operations standards, administration standards and procedures to ensure optimum database performance in collaboration with the application analyst

Analyse, design, model, document, develop, implement and support Database Management Systems (DBMS) and databases, including review of database specification and design documents for both "in-house" and contracted database development.

Manage and maintain all production and non-production databases including user access and security rights.

Analyze database usage and performance and make recommendations on optimization of database access, allocate/re-allocate of database resources for optimum configuration

Coordinate and execute physical database moves as part of server replacements and new server deployment projects as requested.

Implement and test backup, recovery and general maintenance plans for Database Management Systems and physical databases

Validate and confirm the successful nightly execution of the backup and recovery strategy.

Monitor production database capacity including memory usage, CPU usage, and database size and use this knowledge to sustain capacity and performance requirements.

Install, upgrade, and administer vendor database management tools

Provide expertise to developers in the creation and debugging of complex SQL queries and other programming constructs which reside within a database.

Provide expert level assistance in the tuning of SQL queries

Initiate, monitor and escalate calls to third party vendors such as Oracle to ensure successful resolution of any database problems as necessary

Analyze, extract and distribute data in standard data and media formats using existing software tools and procedures and maintain a detailed data service request log in support of approved special requests from business partners.

May be required to provide on call support to users.

May be assigned to an initiative or project requiring the individual to take direction from other IS Unit Manager and/or Project Manager.

PeopleSoft Centric Duties

The PeopleSoft Database Administrator is responsible for the readiness and performance of the PeopleSoft HR and Financial systems through installing, monitoring, upgrades and fixes, and customizing the system as required. Coordinates maintenance and modifications to the systems with other technical support staff, development staff, and PeopleSoft functional leads.

Responsible for Database and Application Administration of PeopleSoft FSCM, and HRMS application.

Installation/configuration of a PeopleSoft Database via the Configuration Wizard or manually with Data Mover

Weblogic Server Installation, Configuration and Administration of PIA Servers

BEA Tuxedo Application Server Domain Installation, Configuration and Administration

Perform PeopleTools Upgrades, Major and Minor.

Perform PeopleSoft Application Upgrades, compare projects, and analyze compare reports.

Responsible for performing object migration between database instances, (e.g., development, testing, production)

Apply, confirm and test vendor upgrades, patches and new releases to database environments including PeopleSoft Finance & HR, provide documentation as required to users outlining changes and/or new functionality.

Responsible for upgrades to PeopleSoft systems including analysis of impact on customizations, identification of tasks for staff, development of project plans, and execution of upgrades

Coordinate, Manage and Apply regulated Tax Updates to the Peoplesoft Payroll Application

Performs other duties as assigned, which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. University Degree or College Diploma in Computer Science, Information Systems or related discipline.
2. 1 - 3 years experience in database administration, DBMS design and management with exposure to multiple platforms and technologies – Oracle, SQL Server, MySQL.
3. Oracle and/or Microsoft SQL Server Certification desirable.
4. Experience from a database perspective in client and web-based application development and user support environments, including experience working with client and web-based applications technology, preferably in a municipal environment.
5. Strong working knowledge of relational database management system software, ORACLE, SQL Server and MySQL.

6. Experience in working within the native database development environment in the creation and maintenance of database packages, procedures, functions and Queries using both PLSQL and Transact SQL.
7. Understanding of at least one computer programming and scripting language commonly used in business applications.
8. Knowledge and practical experience in application development lifecycles and supporting practices.
9. Knowledge of fundamental ITIL standards.
10. Possess PeopleSoft Technical Skills including installing, configuring, administering, monitoring and upgrading PeopleSoft FMS and HR systems using PeopleTools 8.51 and above (including Application Designer, Data Mover, PSADMIN Utility & SQR).
11. Experience with backups, restores and recovery models in both oracle and SQL server.
12. Knowledge of performance indicators in both Oracle and SQL server.
13. Demonstrated ability to grow and develop skill set in new emerging technology trends.
14. Troubleshoot database issues and perform database impact analysis for proposed changes.
15. Proven analytical and problem-solving abilities.
16. Ability to make sound and logical judgments.
17. Strong interpersonal, written, and oral communication skills.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.