

Enterprise Information Systems Duty Statement

Section:	Strategic Offender Management System (SOMS)
Unit:	SOMS Application Support – Business Intelligence / Data Warehouse
Position Number:	065-625-1581-003
Classification:	Staff Programmer Analyst (Specialist)
Date:	11/24/2014

Supervision: Under the general supervision of the Systems Software Specialist III (Sup), the Staff Programmer Analyst (Specialist), acts independently on complex system software projects as a technical specialist. The position requires familiarity with industry standard Systems Development Lifecycle and compliance with enterprise best practices and procedures.

Knowledge, Skills and Abilities: A successful incumbent in this position will have in-depth knowledge of Departmental and IT policies and procedures to conform to industry and state IT best practices; Information Technology principles and practices for application analysis, design, development, implementation, testing, maintenance, documentation, etc. used in delivery of IT systems; data modeling techniques including dimensional modeling and industry standard best practices; performance tuning of SQL statement; Oracle Business Intelligence Enterprise Edition (OBIEE) and Oracle Endeca Information Discovery (OEID) configuration; and Oracle Support Services policies and procedures.

Guidelines: The Staff Programmer Analyst (Specialist) will provide support in the development, implementation and maintenance of SOMS and is responsible for following established procedures, system policies, operations and reference materials for the services provided. These include, but are not limited to State Administrative Manual, Department Operations Manual, Strategic Information Systems Plan, and various instructional and user manuals for the software and tools used and supported by CDCR. The incumbent completes assignments in an effective, accurate, and timely manner. The incumbent must initiative and resourcefulness in the performance of his/her duties while requiring only generally stated guidelines.

Scope and Effect: Because of CDCR's multiple systems and complex computing environment, the incumbent must have the ability to write and debug complex SQL statements; manage database change request; tune complex SQL statements; implement fully Oracle database features like backup and recovery, performance tuning, user management and options like diagnostics and tuning packs, partitioning; develop, test, deploy and maintain packages, procedures and functions using PL/SQL; work independently with Oracle Support to resolve service request; establish and maintain cooperative working relationships with others; analyze vendor offerings and generate effective recommendations; communicate effectively with peers, management, vendor and others; and to mentor and train other members of the team.

This duty statement attempts to identify the most significant responsibilities, but acknowledges that there may be other activities as required that make up the balance and totality of the job.

Complexity: The incumbent will utilize a range of new design techniques optimized for BI data structures and must be capable of teaching these new techniques to the project level designers. This role requires advanced skills in data design and physical implementation of databases.

Personal Contact: The incumbent must communicate effectively, orally and in written form, with upper level management, peers, and users in the CDCR as well as with external customers, consultants and vendors; while possessing the ability to provide factual information, and consider and value differing viewpoints, goals, or objectives and is comfortable with leading group discussions in support of the project team. The incumbent prepares project status reports, project plans, reviews project documentation produced by other team members and assists in preparation of highly technical evaluative analysis documentation including Feasibility Studies, Special Project Reports and Post Implementation Evaluation

Enterprise Information Systems Duty Statement

Reports as needed. The incumbent performs work that demonstrates leadership by identifying and recommending new issues, technologies and business opportunities.

Specific responsibilities include the following

45%	BI Platform Support
-----	---------------------

- Develop and maintain documentation related to CDCR BI Platform
- Develop and maintain guidelines, standards and best practices for OBIEE and OEID configuration.
- Monitor OBIEE and OEID performance.
- Develop and maintain documentation related to design of the CDCR source databases feeding in to the BI Platform.
- Develop and maintain documentation related to design of the CDCR Analytical databases.
- Document changes to database design.
- Assist the CDCR BI Reports Developer in identifying and resolving data issues.
- Assist the CDCR BI Integration Developers with development of ETL and E-LT processes using Oracle Warehouse Builder (OWB) and Oracle Data Integrator (ODI).
- Monitor database performance using tools like Oracle Enterprise Manager 12c Cloud Control.
- Implement security mechanisms to comply with CDCR privacy and confidentiality policies.
- Collaborate with CDCR Business Units and external entities for safe and secure sharing of CDCR Enterprise Data Assets.
- Track availability of critical database resources by using tools to monitor data growth and resource utilization.
- Review developer changes to assess impact on database resource utilization. Escalate problems to management and third parties when appropriate.

35%	Design logical data models and collaborate on creation of physical databases
-----	--

- Work with CDCR Enterprise and Database Architects to design effective logical data models.
- Work with CDCR Business Intelligence team to design effective dimensional models.
- Collaborate with CDCR System Database Administrators (DBA) to implement data models by converting logical design to physical database designs.
- Collaborate with CDCR System DBAs to implement appropriate indexing strategies to ensure optimum database performance.
- Assist developers in establishing performance baselines.
- Monitor and tune application level database queries as required to meet or improve performance.
- Create and implement database change control procedures and policies to promote changes from non-production environments to production environments.
- Create Oracle Support Service Requests (SR) to log and resolve issues related to Oracle software.
- Document SR resolution and collaborate with CDCR System DBAs to implement and test configuration changes.

10%	Patch, maintain and support vendor software
-----	---

- Evaluate new version releases of vendor software to determine impact of change on existing database functionality.
- Develop and implement a schedule for testing new software versions.
- Develop and implement a patching strategy to deploy vendor supplied patches.

Enterprise Information Systems Duty Statement

10%	Other Functions
-----	-----------------

- Participate in team, project and other meetings.
- Participate in code reviews and architectural discussions
- Prepare status reports for management review

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Signature

Date

Supervisor's Signature

Date