



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Systems Administrator / Programmer	Job Code:	7000200	Job Grade:	KM
Reports To:	Assistant Chief	Pos. No:	New	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:	Data Management	CS Code*:	A, B, C, or D	EEO Code:	C01

Summary of Functions: Reviews, analyzes, designs, implements and maintains Oracle databases and application systems including financials, human relations, and payroll. Gathers requirements from users for new or enhanced programs and systems and creates specifications and recommendations. Writes, tests, debugs, and documents programs and systems for database access, modification, and reporting. Manages and controls the security and access for the Oracle E-Business Suite and ensures adherence to change management policies and procedures; converts third-party applications; and supports third-party applications.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Designs, converts or upgrades, tests, documents and implements new and existing web-based applications; troubleshoots client/server applications and programs.	30	E
2. Manages and controls all application security profiles; implements Change Control Policies and Procedures; manages documentation requirements; ensures that appropriate forms, functions, and reports are accessible by authorized users.	25	E
3. Creates new user accounts, roles and responsibilities; administers the password reset functionality for Web VPN and Oracle application; sets User profiles; resolves issues with custom security profiles.	20	E
4. Monitors Oracle application usage and conducts random audits; oversees process for employee transfers and terminations.	10	E
5. Manages and schedules concurrent processing requests.	10	E
6. Performs other duties as assigned by department.	05	E

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a technical job related field of study. Five (5) years of related work experience in a large enterprise systems environment; converting applications to Oracle platform; and PL/SQL experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Experience working on AIX platform to perform required job functions. Experience with Oracle Applications version 11i financials, human relations, and payroll required. Experience using Oracle APIs for Oracle Applications version 11i required. Experience strong with Unix shell scripting required. Query tuning experience required. Oracle Certified Developer preferred. Knowledgeable of database requirements for high availability environments. Knowledge of creating new tables, indexes, views, synonyms, and constraints. Experience interfacing and converting to and from Oracle Applications objects required. Must possess a valid Texas driver's license, with a good driving record.

Physical/Environmental Requirements:

Standard office environment. Must be able to work varied days and shift schedules, to include weekends and holidays. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 20 lbs., unassisted.

Hay Points/Point Factor:

KH: FI2 304 pts - PS: E4 (43%) 132 pts - AC: E2C 132 pts, TTL: 568 pts - Profile: 54-23-23 (L)

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 09/2006

Approved by Civil Service Commission on

Date 9/26/2006

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.