

## ***IT Specialist (Data Management) - 2210***

### **Data Requirements Analysis**

- Thoroughly analyze data requirements of customers and define/specify systems to provide data to customers within agreed-upon due dates.

### **Database Activities**

- Design accurate and comprehensive database systems including writing schemas, data layouts, etc.
- Create or enhance database systems to meet customer requirements within agreed-upon due dates. [Supervisor should specify specific systems that need to be built during the performance period]
- Maintain, monitor, and tune database systems to ensure performance meets specified standards.
- Ensure backup of databases is carried out in a timely basis.
- Test backup of databases by performing recovery operations at least quarterly [or at a time period specified by supervisor].
- Install, configure, and maintain database management system software within IC standards.
- Proactively ensures database management system software is kept patched to current security levels.

### **Capacity Planning**

- Analyze and plan for changes in data capacity and performance requirements in a timely basis.

### **Standards**

- Develop and promulgate data standards, policies, and procedures in a clear, realistic, and timely manner.
- Update data and data systems within IC established policies and procedures.
- As per HHS, NIH, and IC regulations, monitor IT security policies and requirements and update data standards to remain in compliance with such policies and requirements.

### **Future Planning**

- Proactively evaluate new technologies for applicability to the IC's data requirements.
- Based on a thorough analysis, recommend new technologies, environments, and/or architectures to improve the IC's data capabilities.
- Proactively and while coordinating with others, develop plans to react to disasters and ensure the continuation of operations and access to data.