



Office of Human Resources
IT Data Architect Associate - CI2866
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General Statement of Duties

Performs standard level information technology work developing, implementing, and maintaining business and enterprise data models; designing and building relational databases; and assisting with development and maintenance of enterprise-wide data architecture and governing principles.

Distinguishing Characteristics

A Data Architect is responsible for designing databases by developing modeling strategies to define how data will be accessed and stored and to define the security, scalability, and reliability of the database. This differs from a Database Administrator, which is responsible for ensuring that a database is running efficiently and securely, once fully implemented. A Data Architect will typically work with a Database Administrator on projects that require implementing a new database structure.

The Associate Data Architect is also distinguished the Senior Data Architect, which performs full performance level information technology work developing, implementing, and maintaining complex, large scale business and enterprise data models; designing and building relational databases; developing and maintaining enterprise-wide data architecture, governance, processes and tools; and serving as a technical expert to the organization in the use of enterprise and business data systems.

Essential Duties

Develops, implements, and maintains business and enterprise data models and data integration efforts to include establishing how new applications and projects will integrate with existing data systems.

Designs and build relational databases for data storage and processing.

Develops and implements strategies for warehouse implementation, data acquisitions and archive recoveries; develops, implements, and maintains data migrations, extract transform, and load functions.

Establishes data quality baselines; identifies and catalogs data required and used by the organization in order to maintain metadata repositories.

Assists with the development and maintenance of the enterprise-wide data architecture, which includes defining and implementing data architecture standards, continuous refinement activities, and the architecture review process.

Conducts research to identify client needs for business and enterprise data solutions, while ensuring compliance with data architecture principles and strategies. Formulates and defines scope and objectives of solution based on client needs.

Consults with clients and the organization to translate business needs into long-term architecture solutions.

By position, performs project management duties.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge & Skills

Knowledge of developments and new applications of information technology (hardware, software, telecommunications), emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.

Knowledge of data architecture principles, methods, and techniques used in the design and development of data systems

Knowledge of the principles, methods, and tools for designing, developing, and testing software in a given environment.

Knowledge of current information systems trends and technologies.

Knowledge of data processing sufficient to be able to review program specification, design programs and write or modify code.

Knowledge of information technology systems analysis, including systems design, sufficient to be able to maintain current systems and implement new systems.

Knowledge of the principles, methods, and tools for analyzing and developing software test and evaluation procedures.

Level of Supervision Exercised

By position, may perform lead work on a project or rotating basis.

Education Requirement

Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.

Experience Requirement

Two (2) years of professional information technology developing and maintaining business or enterprise data systems, to include one year of experience participating in the development of data architecture standards.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

Working Environment

Subject to many interruptions.
Subject to long irregular hours.
Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.
Color vision: Ability to distinguish and identify different colors.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record
By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-12

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 7/30/2023

Revised By: AM

Class History: 7/30/2023 – Revised licensure & certification and background checks.