

## MAXIMO DATA MANAGEMENT ANALYST

### DEFINITION

Responsible for all aspects of data interchange between MAXIMO and other information systems, including conversion and migration of current and historical information from legacy Maintenance and Operations systems into MAXIMO.

### TYPICAL DUTIES

Provides MAXIMO applications development within MAXIMO database structure, data security requirements, and other related activities.  
Supports MAXIMO repository/database dictionary requirements and activities.  
Develops data conversion and integration criteria.  
Performs data conversion and real-time or batch data interchange using PLSQL/SQL and other industry wide tools.  
Works cooperatively with project staff to ensure data conversion and integration integrity.  
Resolves problems related to interfaces between application programs.  
Develops, implements, and monitors data definitions to support MAXIMO and other Facility Technology Services databases.  
Works effectively as a member of a team.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The MAXIMO Data Management Analyst is responsible for all aspects of data interchange between MAXIMO and other information systems.

The MAXIMO Business Analyst provides technical expertise to configure MAXIMO to support the business needs of the Facilities Services Division, including the compiling and analyzing of data, and the preparation and generation of reports using MAXIMO.

A Senior Technical Project Manager, Facilities, provides direction over the activities of employees involved in the implementation and maintenance of the MAXIMO computerized maintenance management software.

### SUPERVISION

General supervision is received from a Senior Technical Project Manager, Facilities. Work direction may be exercised over lower-level support personnel as assigned.

## CLASS QUALIFICATIONS

### Knowledge of:

- MAXIMO data architecture
- PLSQL/SQL
- System integration with Oracle, SAP, PeopleSoft, and other ERP-like systems
- Database design and performance
- Database query tools such as Quest Toad for Oracle
- Data dictionaries and data definition
- Data flow diagram
- Data mapping for report requirements
- Business process analysis

### Ability to:

- Perform full range of technical duties in data integration and conversion
- Perform query downloads
- Produce technical reports
- Organize and plan tasks efficiently
- Speak effectively, write clearly, and make presentations to a variety of groups
- Read decipher and use technical software manuals
- Work efficiently under time constraints
- Work independently
- Identify, research, and resolve problems
- Work as a member of a team

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in industrial engineering, computer technology, computer science, or business administration. Professional level work experience performing data conversion and integration, in addition to that listed below, may be substituted for up to two years of the required education on a year-to-year basis.

### Experience:

Four years of professional level experience performing data conversion and integration. At least two years of the experience must be using MAXIMO, computerized maintenance management software (CMMS), or Oracle with other associated integration software.

### Special:

- A valid California Driver License.
- Use of an automobile.

Any of the following is preferable:

- A valid certification of Project Management Professionals (PMPs)
- A valid certification of Customer Experience Management (CEM)

## SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised  
03-03-10  
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