

# Database Analysts & Data Administrators

A guide for newcomers to British Columbia



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## Database analysts & data administrators

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*Database analysts & data administrators may also be called:*

- *database administrator (DBA)*
- *database analyst*
- *database architect*
- *database designer*
- *data dictionary administrator*
- *data analyst informatics and systems*
- *EDP (electronic data processing) analyst*
- *information resource analyst*
- *data custodian*
- *data warehouse analyst*
- *data miner / mining analyst*

## 1. What Would I Do?

**Database analysts** design, develop and administer data management solutions using database management software. Your duties may include:

- Collect and record user's requirements
- Design and develop database architecture for information systems projects
- Design, construct, modify, implement and test data models and database management systems

- Carry out research and provide advice to other information systems professionals regarding the selection and use of database management tools
- Operate database management systems to analyze data and perform data mining analysis.
- May lead, coordinate or supervise other workers in this group

**Data administrators** develop and implement data administration policy, standards and models. Your duties may include:

- Develop and put into use data administration policy, standards and models
- Research and record data requirements, data collection and administration policy, data access rules and security
- Develop policies and procedures for network and/or internet database access and usage, and for the backup and recovery of data
- Carry out research and provide advice to other information systems professionals regarding the collection, availability, security and suitability of data
- Write scripts related to stored procedures and triggers
- Lead and coordinate teams of data administrators in the development and implementation of data policies, standards and models

*More information:*

- **WorkBC Career Profile for Database Analysts & Data Administrators**  
<https://www.workbc.ca/plan-career/explore-careers>
- **Career Cruising (Profile for 'Database Developer')**  
<https://www.vpl.ca/digital-library/career-cruising>  
Available from the VPL Digital Library | Explore our Digital Library page

## 2. Am I Suited For This Job?

***Database analysts & data administrators must be:***

- logical
- creative
- detail oriented
- willing to keep up with advances in the field

You must have:

- strong communication skills

Most database analysts & data administrators spend much of their time on computers and may be at risk of neck and back strain. You work mainly in offices, alone or as part of a team and usually work a regular five day week.

Sources:

- WorkBC Career Profile & Career Cruising

## 3. What Are The Wages And Benefits?

The median annual salary for Database Analysts & Data Administrators in British Columbia is approximately \$78,210.

In BC's regions, you can expect to make:

Community/Area	Low (\$/hour)	Median (\$/hour)	High (\$/hour)
<a href="#">British Columbia</a>	24.04	40.60	60.44
<a href="#">Lower Mainland–Southwest Region</a>	21.63	40.00	65.80
<a href="#">Thompson–Okanagan Region</a>	24.04	40.60	60.44
<a href="#">Vancouver Island and Coast Region</a>	24.04	40.60	60.44

Source: Job Bank Wage Report <https://www.jobbank.gc.ca/trend-analysis/search-wages>

If you work in a permanent full-time position, you usually also receive benefits such as dental coverage, paid vacation and sick leave.

Sources:

- WorkBC Career Profile & Career Cruising

## 4. What Is The Job Outlook In BC?

WorkBC indicates Database analysts and Data Administrators is a high opportunity occupation. The employment outlook is good in British Columbia for the 2022-2024 period. Most jobs are found in the Mainland/Southwest region of the province, followed by Vancouver Island/Coast.



Sources:

WorkBC Career Profile

JobBank Canada Job Outlooks

<https://www.jobbank.gc.ca/trend-analysis/search-job-outlooks>

## 5. How do I become a Database Analyst or Data Administrator?

In BC, there is no mandatory certification or licensing requirement to work as a Database Analyst or Data Administrator. However, a bachelor's degree, usually in computer science or in mathematics, or completion of a college program in computer science is usually required. Computer programming experience is also a requirement. You should have a solid knowledge base in relational database theory, computer operating system software, programming languages, and the skills and tools needed for database maintenance.

**Voluntary certification** is available through *Canada's Association of Information Technology Professionals (CIPS)* in three categories: Associate Information Technology Professional (AITP), Information Systems Professional (I.S.P.), and Information Technology Certified Professional (ITCP).

More information:

- **CIPS Certification**  
<https://cips.ca/certification/>

Sources:

- WorkBC Career Profile & Career Cruising

## 6. How Do I Find A Job?

***Where would I work? Database analysts & data administrators work in:***

- *information technology consulting firms*
- *information technology units throughout the private and public sectors*
- *governments, universities, banks, and other large organizations that use databases*

## ***Finding Advertised Jobs***

Jobs are advertised in a variety of sources including newspapers, magazines and online job sites.

### ***Local Newspapers***

You can look at the *Vancouver Sun* & *The Province* at Vancouver Public Library for free. Check the job postings daily, the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and, in *The Province* on Sundays.

### ***Online Job Postings***

- **CIPS – Canadian Association of Information Technology (IT) Professionals**  
<https://cips.ca/jobs/> [search by province]
- **Jobs.ITWorldCanada**  
<https://jobs.itworldcanada.com/>
- **Robert Half Technology Staffing Agency**  
<https://www.roberthalf.ca/en/looking-for-a-job>
- **T-Net British Columbia**  
<https://www.bctechnology.com/jobs/search.cfm>
- **Indeed.ca**  
<https://ca.indeed.com>
- **WorkBC**  
<https://www.workbc.ca/search-and-prepare-job/find-jobs#/job-search>
- **BC JobConnect**  
<https://www.bcjobconnect.ca> \*\*must have permanent resident number\*\*  
newcomers can post their skills, education and work experience to BC employers looking for workers

### ***Finding "Hidden Jobs"***

Many job vacancies are not advertised. The resources below will help you *with finding jobs in this "hidden" job market.*

### ***Using Directories to Create a List of Potential Employers***

You can use directories to produce lists of employers who are in this industry. Contact them directly to find out if they're hiring.

- **BC Tech Association, Member Directory**

<https://wearebctech.com/membership/member-directory/>

- **BC Tech Magazine**

includes company lists for: top 100 BC tech companies, BC software developers, and more. Available at the Central Library, 380 EL3CBh or online:

<https://biv.com/magazine/bc-tech-2021>

- **Technation Membership Directory**

<https://technationcanada.ca/en/membership/our-members/>

- **Reference Canada**

<https://www.vpl.ca/digital-library/reference-canada>

Click on "Start Search" beside Canadian Businesses, then select the "Advanced Search" button. Select both "Keyword/SIC/NAICS" under Business Type and "City" under Geography. In the top search box enter "data management" and click SEARCH. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button.

*Available from the VPL Digital Library | Explore our Digital Library page*

***NOTE:*** *You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).*



## ***Volunteering and Temporary Agencies***

Many positions are filled by people who have been recommended by someone they know. Networking, working as a volunteer or registering with a temporary employment agency are good ways of helping you find jobs and meet people in your industry.

### ***Networking and the Hidden Job Market:***

*When looking for work, be sure to talk to friends, relatives and neighbours. They may know someone who is hiring! Working as a volunteer, attending events, and joining clubs and associations are good ways to gain "Canadian experience." They are also good ways to meet people to learn about the local job market.*

## ***Volunteer opportunities***

- **Volunteer BC**  
<https://volunteerbc.bc.ca/>
- **GoVolunteer.ca**  
<https://govolunteer.ca/>

*For additional tips see:*

- **Networking for Employment**  
<https://www.vpl.ca/siic/guide/job-search-resources/networking-for-employment>
- **Getting Canadian Work Experience**  
<https://www.vpl.ca/siic/guide/job-search-resources/getting-canadian-work-experience>

## **7. Applying for a Job**

In Canada, employers usually expect to receive a resume and a cover letter that identifies the position you are applying for and summarizes your experience. Use the library catalogue <https://vpl.bibliocommons.com/> to find books on writing resumes and cover letters specific to your industry.

*For more information see:*

- **Writing Resumes and Cover Letters**  
<https://www.vpl.ca/siic/guide/job-search-resources/writing-resumes-and-cover-letters>

## 8. Where Can This Job Lead?

With experience, you may be able to advance to Senior Developer or Project Manager positions. It may also be possible to move between specializations in this occupation.

## 9. Where Can I Find More Information?

- **Technation Future Workforce Development**  
<https://technationcanada.ca/en/future-workforce-development/>
- **BC Tech Immigration Referral Program**  
<https://wearebctech.com/talent/immigration-referral-program>
- **CIPS: Canada's Information Technology Professional Association**  
<https://cips.ca>
- **Information and Communications Technology Council ICTC**  
<https://www.ictc-ctic.ca/>
- **YWCA Techlink Program**  
<https://ywcavan.org/techlink>  
Free program for internationally-trained professionals who want to pursue careers in tech but have limited Canadian work experience
- **Immigrant Employment Council of BC Programs**  
<https://iecbc.ca/our-work/programs/>  
Includes the SPRINT (Skills Passport for Newcomers in Tech) program
- **Learn More About Working in BC and Canada**  
<https://www.vpl.ca/siic/guide/job-search-resources/learn-more-about-working-in-bc-and-canada>

**Questions? Please ask the Information Staff at the Central Library or telephone 604-331-3603.**

Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <https://www.vpl.ca/siic>.