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Description automatically generated Agent Job Creation and Management Guidelines

This document outlines the guidelines for creating, managing, and monitoring agent jobs within the database environment. The DBA team manages the visibility and control of agent jobs, while users can view job statuses through the DBA.info.AgentJobs table. This policy also covers procedures for requesting the creation, disabling, or removal of agent jobs.

# Viewing Agent Jobs

Currently, only DBAs can directly view the agent jobs and monitor their statuses. However, there is a table called 'DBA.info.AgentJobs' that enables users to view the success or failure status of the jobs. This table provides a read-only interface to monitor job outcomes without requiring direct access to the SQL Server Agent Job interface.

# Creating Agent Jobs

When there is a need to create a new agent job, the requesting team is asked to perform the work as a stored procedure. The stored procedure should be deployed to all necessary environments, ensuring consistency across development, testing, and production. Once the stored procedure is in place, a ticket should be submitted to the DBA team with the following information:

1. Name of the stored procedure  
2. Time and schedule for when the job should be executed  
3. Application name, based on the naming and tagging spreadsheet  
4. A brief description of the job, including relevant ticket or task numbers

The job will be created with a name following the format 'APPNAME-JobName' (e.g., 'PERF-PerfArchiveJob'). A description including the task or ticket number will be added to the job metadata.

# Disabling or Removing Agent Jobs

If an agent job needs to be turned off or disabled, a ticket should be submitted to the DBA team. The DBA team will disable the job schedule and update the job description with a note such as: 'Disabled per request ITH-####.'

Jobs that are disabled will be reviewed periodically and removed from the environment after 360 days, unless re-enabled by request.