

Database Administrator (DBA)

Classification: Exempt
Salary: Determined based on qualifications
Reports to: Product Director
Date Created: 09/25/2017

JOB DESCRIPTION

Summary/Objective

The position will oversee, advise, and execute on all aspects of the MyHealth Analytics database environment. This would include anything from initial database architecture design through implementation, administration, monitoring, tuning, back-up, migration, and support.

The successful candidate will coordinate efforts among stakeholder organizations, vendors, and co-workers, in a project-oriented approach, managing multiple integration projects while meeting quality, time and cost objectives.

Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Design and document database architecture (data modeling)
2. Build database scheme, tables, procedures and permissions
3. Develop database utilities and automated reporting
4. Create shell scripts for task automation
5. Create, test and execute data management languages
6. Analyze and sustain capacity and performance requirements
7. Analyze, consolidate and tune database for optimal efficiency
8. Monitor systems and platforms for availability.
9. Oversee backup, clustering, mirroring, replication and failover
10. Restore and recover corrupted databases
11. Install and test upgrades and patches
12. Implement security and encryption
13. Evaluate and recommend new database technologies

14. Competencies

15. Proficiency with applicable software (see below)
16. Learn/understand HL7, CCD, and other industry standards for health information
17. Analytical approach to problem solving
18. Collaboration/Teamwork Skills
19. Organizational Skills
20. Problem solving skills
21. Time management
22. Effective written and spoken communications
23. Facilitation Skills

Supervisory Responsibility

To be determined based on qualifications.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, paper binders and paper cutters.

Software

MS Office, databases, SQL (language), Tableau, HTML, other code language (preferred but not required)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to lift a maximum of 30 pounds.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 9:00 a.m. to 5:00 p.m. and must work 40 hours each week to maintain full-time status.

Travel

Local and statewide travel varies depending on customer assignment.

Required Education and Experience

3-5 years professional experience, with demonstrated background in reasonably similar roles (preferably with experience in working with healthcare data but not required).

Preferred Experience/Certification

Bachelors in Computer Information Systems, Medical Informatics, and/or comparable degrees and/or field experience. Healthcare background is a plus.

Additional Eligibility Qualifications

AAP/EEO Statement

MyHealth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Signatures

This job description has been approved by all levels of management:

Manager _____ **Date** _____

HR _____ **Date** _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ **Date** _____