Database Administrator

Reports to:	Data Management Team Lead	
Level/Grade	**Type of Position**	**Hours/Week**
Professional	Full Time	40 hrs/week; Exempt

GENERAL DESCRIPTION

The Database Administrator (DBA) will be responsible for the performance, integrity, and security of databases for The Health Collaborative. The role will be involved in planning and development of the database, troubleshooting any issues on behalf of users, and maintaining consistency across the database.

JOB RESPONSIBILITIES

- Software installation and Maintenance: The DBA deploys the operating system for the database server, installs software and configures it for use. Updates, patches, and on-going maintenance software as required. The DBA handles the transfer of data from the existing system to the new platform.
- Data Extraction, Transformation, and Loading (ETL): Efficiently import large volumes of data that have been extracted from multiple systems and sources into a data warehouse environment.
- Specialized Data Handling: Data sets may contain unstructured data types such as images, documents, or sound and video files.
- Database Backup and Recovery: Create backup and recovery plans and procedures based on industry best practices.
- Security: Maintain secure environment and be able to examine audit logs.
- Authentication: Control access and permissions to restricted information.
- Capacity Planning: Determine growth rates of data in storage and plan for storage needs.
- Performance Monitoring: Monitoring databases for performance issues.
- Database Tuning: Monitoring and adjusting for peak database performance.
- Troubleshooting: DBAs may be on call for troubleshooting.
- Ensures proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization.
- Other duties as assigned.

POSITION REQUIREMENTS

- Knowledge of database structure languages, such as SQL or SQL/PSM
- Experience with ETL tools such as Microsoft Data Tools or Clover
- Experience with AWS
- Proficient in PostgreSQL and Microsoft SQL
- Programming language such as JavaScript, Python, C#
- Extracting and/or loading data
- Knowledge of IT security best practices
- Setting up cybersecurity measures
- Experience with server installation and maintenance
- Ensuring all hardware and software are updated (follow monthly patch schedule)

- Authenticating data – ensure updates are compatible with existing processes/databases
- Monitoring the performance of hardware and software
- Configuring servers and databases
- Ethically handling private data, including healthcare data (HIPAA, HITRUST)
- Knowledge of database design and theories
- Ability to work with data architects and other IT specialist to set up, maintain and monitor data networks
- Familiarity with database management best practices
- Experience with a variety of computer information systems
- Excellent attention to detail
- Problem-solving and critical thinking
- Ability to explain complex ideas in simple terms
- Good multitasking abilities
- At least 5 years of experience in the healthcare IT industry (provider, payer, consulting, etc)
- Expertise & 2+ years' experience with either claims data warehousing/reporting or clinical data warehousing/reporting
- Proven ability to contribute to, communicate, and execute a technology vision
- Strong planning, organization, analytical and troubleshooting skills
- Ability to cultivate positive working relationships with customers and coworkers

EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor's degree required or equivalent experience.   Master's degree in a complimentary business degreed program is a plus (business, informatics, MIS, engineering, healthcare administration, etc.)

OTHER INFORMATION

Salary range: $85,000-$100,000

| **APPROVED BY** A. Vaillancourt, CIO/SVP Informatics | **DATE POSTED** March 1, 2021 |

Disclaimer: This job description does not restrict company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.