

## Common Ground Health Job Posting

**Position Title: Data Administrator**  
**Department: Information Technology**  
**Reports To: IT Manager**  
**Status: Full-Time, Exempt**  
**Manages Others: no**  
**Posting date: 10/27/22**

### **Organizational setting:**

Founded in 1974, Common Ground Health is one of the nation's oldest and most effective regional health planning organizations. Located in Rochester's Neighborhood of the Arts, the nonprofit serves the nine-county Finger Lakes region. We bring together leaders from health care, education, business, government and other sectors to find common ground on health challenges. Using the region's most comprehensive health data, together we hammer out strategies for better care, smarter spending and healthier people. Through all of these activities, Common Ground Health seeks to promote population health improvement and reduce health care disparities in the Finger Lakes region.

### **General Purpose:**

The Data Administrator reports to the IT Manager and is responsible for the maintenance and availability of all Common Ground Health data stored within our current data platforms. The position works closely with analysts to curate and extract data for research projects, as well as with several private/local and state agencies to ensure that the appropriate data is delivered and ingested into Common Ground Health's systems in a timely fashion. This includes the design and implementation of ETL processes, performance tuning and organization of Microsoft SQL databases, and the use of Microsoft Azure and other tools and technologies where appropriate.

The ideal candidate has the ability to support a diverse set of tasks, requests and technologies and will function as a resource for all research analysts within the organization. Additionally, the Data and Database Administrator will play a critical role in the design and implementation of new datasets, execute proof of concepts for the evaluation of new tools and technologies related to data management, and will provide input into the overall strategic direction of Common Ground Health's data platform. Lastly, the Data Administrator will demonstrate a commitment to the mission, vision and values of Common Ground Health.

It is Common Ground Health's intention that employees receive training/professional development necessary to achieve the development of skills, knowledge, abilities and attitudes related to their job duties and individual development, and to the overall agency and its work plan deliverables.

### **Responsibilities/Accountabilities:**

- Design and execute ETL processes for new and existing projects and data streams
- Develop and implement quality control procedures and protocols to ensure accuracy and validity of collected and stored data
- Work with analysts to develop database structures, query syntax and methodologies that support analytical approaches
- Assist the IT Manager with strategic planning for data storage and access
- Implement cybersecurity measures in compliance with industry standards and regulations
- Triage, troubleshoot and resolve emergent database performance issues and failures
- Implement and manage change control across the data warehouse.
- Ensure data is available as per the agency's disaster recovery plan
- Working with the data librarian, ensure data libraries, metadata and catalogues are current and available to analysts

**Competencies:**

- The ability to effectively communicate with and manage analyst expectations in order to meet the technical needs of the agency, both proactively and in response to emerging issues
- Critical thinking and the ability to identify and troubleshoot issues with both data quality and with the underlying database technologies (primarily MS SQL Server)
- A basic understanding of network, storage, and database infrastructure and the ability to manage resources as organizational requirements evolve
- Demonstrated proficiency in Microsoft T-SQL, Microsoft SQL Server, and reporting tools
- Excellent written and verbal communication skills including the ability to develop technical documents for non-technical staff
- The ability to work effectively on multiple complex projects simultaneously and maintain flexibility to adapt to a changing environment
- A customer service orientation and approach to the management of technical issues as they arise

**Minimum Qualifications:**

- BA/BS in a related field or equivalent job experience in a similar position. A combination of experience and education will be considered in lieu of a degree.
- Experience working with diverse groups of people across all organizational levels
- The ability to design, parse, and execute complex T-SQL queries and jobs
- Experience with SSIS and ETL processes using Microsoft SQL tools and technologies
- Development experience in Python, R, or Java
- Knowledge of and experience with cybersecurity best practices for data and data management. E.g., HIPAA, NIST, HITECH, etc.
- In-depth knowledge and experience with MS SQL Server 2014/2019
- Familiarity with MS Server 2016, MS Visual Studio, MS Office products, ArcGIS, Tableau, and SPSS
- Experience with Microsoft Azure or AWS database and storage technologies desired
- Experience using web based video conferencing systems such as Zoom required

**Physical Requirements:**

- Must be able to work remotely.
- Ability and willingness to travel locally, as needed.
- Sits for long periods. Works long hours on a computer. Uses a keyboard. Reads printed materials or from a computer monitor.
- Occasionally required to climb or balance; and stoop, kneel, crouch or crawl. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. In support of the Americans with Disabilities Act, this job description lists only those requirements and qualifications deemed essential to the position

We are an Equal Opportunity Employer. We offer competitive salaries and a wide range of benefits such as: medical, dental and vision insurance; a generous time off package along with paid holidays; a 403(b) retirement plan with an employer contribution, employer paid benefits such as life insurance, short and long-term disability and a flexible and friendly work environment.

Please send resume and cover letter to: [employment@commongroundhealth.org](mailto:employment@commongroundhealth.org)