



**Job Code:** 6469

**Grade:** 22

**HCWR:** N

**Job Title**

Database Administrator

**Department**

Business Intelligence

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Database Administrator is responsible for supporting the Business Intelligence data warehouse at Cook County Health (CCH). The primary responsibility is to write SQL queries, develop and maintain ETL jobs and support production-level dashboards and reports. Ensures confidentiality, availability, and integrity of data stored while delivering reports, datasets, and data marts to CCH internal and external partners.

**Typical Duties**

- Executes data management activities including but not limited to processing feeds from internal and external vendors, instantiation of the knowledge base required for care management.
- Builds advanced SQL queries for supporting ETL and user reports.
- Generates reports using SQL Server Reporting Services (SSRS) and Tableau.
- Plans and conducts structured testing of database designs to confirm functionality and performance.
- Maximizes the performance of the databases by using proper techniques of indexing.
- Participates in project meetings and makes recommendations on quality management issues.
- Develops, implements and maintains complex data models and logical database designs.
- Documents the architecture and maintains data dictionaries for data marts.
- Attends and participates in department and/or committee meetings.
- Performs other duties and/or projects as assigned.

**Minimum Qualifications**

- Bachelor's Degree from an accredited college or university
- Three (3) years of experience generating SQL queries and/or automating SQL server database jobs (SSRS & SSIS) and/or working with Tableau dashboards/Power BI
- One (1) year of experience providing database support for Microsoft SQL Server

**Preferred Qualifications**

- Bachelor's Degree in Computer Science or Computer Information Systems from an accredited college or university
- Experience with Script Programming
- Prior experience working in healthcare



**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of SQL and experience with Microsoft SQL or other relational databases
- Excellent interpersonal, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision to support research and presentation skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict resolution skills
- Analyze, solve and correct issues in real time
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Able to work with others in team environment
- Ability to work independently and on multiple projects

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**