

UW HEALTH JOB DESCRIPTION

Database Administrator			
Job Code: 330025	FLSA Status: Exempt	Mgt. Approval: J. Reneau	Date: November 2022
Department: IS – Infrastructure		HR Approval: M. Grayson	Date: November 2022
JOB SUMMARY			
<p>The Database Administrator (DBA) contributes to the design, installation, and maintenance of our database and Epic environments. This includes SQL, Oracle, Epic IRIS databases, Interconnect, Hyperspace Web, and Web Blob. The Database Administrator applies knowledge of server, database, network, and operating system troubleshooting skills to support highly available systems in a 24/7/365 medical environment. A DBA contributes to the effective management of databases, projects, and co-workers.</p> <p>In addition to performing regular database/server maintenance, the Database Administrator provides guidance, direction, and mentoring to lower-level staff members. The Database Administrator guides, trains, and delegates routine tasks to Database Associates. The DBA assists with database strategies, administrative tasks, evaluating costs associated with projects while remaining current, and projecting future hardware needs.</p> <p>As a member of the database administration team, the Database Administrator participates in medium to large projects of varying complexity. The individual will have ownership in one or more domains within the department.</p>			
MAJOR RESPONSIBILITIES			
<p><u>Deliver Database Services</u></p> <ul style="list-style-type: none"> Engage in the success of application lifecycle management including governance, development, and maintenance of our electronic medical record, ancillary applications, and IRIS databases on multiple platforms. Build and monitor the performance of our SQL and Oracle database servers while aligning to our businesses goals. <p><u>Improve Processes and Standards</u></p> <ul style="list-style-type: none"> Stay current with present and emerging database technologies/trends utilizing new features when applicable in our environment. Analyze system performance, resource, and capacity requirements making relevant changes to optimize system reliability. Automate reoccurring workflows to free up time for higher value work. <p><u>Effective Team Member</u></p> <ul style="list-style-type: none"> Participate in cross functional team capacity planning exercises related to environment, database, and applications ensuring vendor best practices. Collaborate and consult with users, system administrators, and systems programmers to overcome operational and/or technical opportunities. Utilize strong interpersonal skills in dealing effectively with diverse skill sets and personalities and work effectively as a team player. <p><u>Technical Growth</u></p> <ul style="list-style-type: none"> Maintain professional growth and development through courses, online training, conferences, and self-directed research. <p><u>Leadership</u></p> <ul style="list-style-type: none"> Mentor and teach less experienced team members focusing on optimization and UW Health best practice. 			
ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.			
JOB REQUIREMENTS			
Education	Minimum	Associate degree in Healthcare, Information Technology, Business, Health Administration, Engineering, or related field	
	Preferred	Two (2) years of relevant experience and education may be considered in lieu of degree Bachelor's Degree in Healthcare, Information Technology, Business, or related field strongly preferred	
Work Experience	Minimum	Demonstrated success contributing to infrastructure technology implementations.	
		Demonstrated success building and managing server operating systems including Windows and Linux environments.	
		Demonstrated success isolating and remediating issues in a highly available environment.	
		Demonstrated success optimizing performance of supported systems without negatively affecting business operations.	

UW HEALTH JOB DESCRIPTION

	Preferred	Three (3) years of progressively responsible experience within a large-scale database/server support environment
Licenses & Certifications	Minimum	None
	Preferred	Red Hat Certified System Administrator (RHCSA) Microsoft Certified Azure Database Administrator Microsoft Certified Database Administrator (MCDBA) Epic Operational Database Administrator (ODBA)
Required Skills, Knowledge, and Abilities		<p>Information Services (IS) Core Competencies: Intermediate competency in the following areas:</p> <ul style="list-style-type: none"> • Leadership includes leads with integrity, maintains strategic orientation, demonstrates business and financial acumen, champions innovation, manages execution, leads, and develops people • Communication • Critical thinking • Mentoring and teaching <p>Emerging competency in the following areas:</p> <ul style="list-style-type: none"> • Leading highly empowered, self-directed teams including cross-functional teams • Technical leadership of applicable products or platforms • Applying lean management tools • Applying agile methodologies <p>Position Specific Competencies: Emerging competency in at least three (3) database competencies including:</p> <ul style="list-style-type: none"> • Experience using scripting languages (KornShell/Perl/PowerShell) to automate processes. • Experience managing multiple operating systems, including Windows Server, Linux. • Ability to identify and mitigate vulnerabilities on supported systems in a highly available environment. • Understanding of performance metrics to monitoring system performance and troubleshoot issues. • Understanding logical volume management concepts within Linux and ability to create and maintain them. • Experience performing tests and evaluations regularly to ensure data security, privacy, and integrity. • Knowledge of applying upgrades and updates to Epic ODBA environments. • Comprehension of Linux operating system including command line, navigating directory structures, file manipulation, and network management tools. <p>Intermediate competency in at least four (4) database competencies including:</p> <ul style="list-style-type: none"> • Ability to implement and maintain network storage technologies. • Understanding of structure and support of networking and firewall use for enterprise resources. • Knowledge of building, testing, and executing a disaster recovery plan. • Understanding the design of Cisco NetScaler load balancing configuration(s). • Understanding project management tools including charters, plans, task/issues list(s). • Experience creating policy and procedure standards for database management. • Ability to provide cost analysis, forecast and plan for changes to supported systems/applications as part of annual expense planning. <p>Other Preferred Skills, Knowledge, Abilities:</p> <ul style="list-style-type: none"> • Experience supporting critical infrastructure in a 24x7x365 environment. • Understanding of operating system security concepts and best practices. • Ability to work with people of varying skills and personalities. • Excellent troubleshooting and analytical skills. • Project management abilities for cross-team and internal projects.
PHYSICAL REQUIREMENTS		
<p>Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i></p>		

UW HEALTH JOB DESCRIPTION

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.