

## UW HEALTH JOB DESCRIPTION

### Sr Database Administrator

<b>Job Code: 330024</b>	<b>FLSA Status: Exempt</b>	<b>Mgt. Approval: J. Reneau</b>	<b>Date: November 2022</b>
<b>Department: IS – Infrastructure</b>		<b>HR Approval: M. Grayson</b>	<b>Date: November 2022</b>

### JOB SUMMARY

The Senior Database Administrator (DBA) leads 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 Senior Database Administrator applies expert level knowledge of server, database, network, and operating system troubleshooting skills to support highly available systems in a 24/7/365 medical environment.

In addition to optimizing our database/server environment, the Senior Database Administrator is expected to provide guidance, direction, delegation, and mentoring to less experienced staff members. Project management philosophies will be utilized on major projects requiring technical work. The Senior DBA will be expected to develop database strategies, perform higher level administrative tasks, evaluate costs associated with projects while remaining current, and projecting future hardware needs.

As a leader of the database delivery team, the Senior Database Administrator will lead medium to large projects with a high level of complexity, making recommendations and implementing solutions that are value driven. The Senior DBA will have established expertise in two or more domains within the department.

### MAJOR RESPONSIBILITIES

#### Deliver Database Services

- Responsible for application lifecycle management including governance, development, and maintenance of our electronic medical record (EMR), ancillary applications, and IRIS databases on multiple platforms.
- Deliver technical expertise building, monitoring, and optimizing the performance of our SQL and/or Oracle database servers while aligning to our businesses goals.
- Create strong security profiles with the application of industry best practices, consistent patching, updates, and audit log assessments.

#### Improve Processes and Standards

- Stay current with present and emerging database technologies/trends utilizing new features when applicable in our environment.
- Automate reoccurring complex workflows to free up time for higher value work.

#### Effective Team Member

- Lead 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 significant operational and/or technical issues and problems.
- Utilize strong interpersonal skills in dealing effectively with diverse skill sets and personalities and work effectively as a team player.

#### Technical Growth

- Maintain professional growth and development through courses, online training, conferences, and self-directed research.

#### Leadership

- Mentor and teach less experienced team members preparing them for more responsibility while focusing on optimization and UW Health best practice.
- Lead presentations to clients, upper management, and peers as it pertains to database and EMR technology roadmap, architecture, engineering, and provisioning.
- Manage the completion of database administrator work, meeting deadlines, and providing deliverables to the customer.
- Serve as the subject matter expert of all database related workflows.

May perform additional duties related to agile project management. Duties may include, but are not limited to:

- Work directly with IS Project Managers to update project plans and communicate project status.
- Participate in operating model activities related to product and service ownership.
- Meet and communicate with stakeholders, document project definition, and provide direction and leadership in project estimates and sequencing.
- Build, edit, and maintain team backlog; prioritize and document objectives for project sprints.
- Review assigned service requests daily, follow up and provide status updates to clients; effectively maintain service delivery status and backlog.

## UW HEALTH JOB DESCRIPTION

**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 Two (2) years of relevant experience and education may be considered in lieu of degree
	Preferred	Bachelor's Degree in Healthcare, Information Technology, Business, or related field strongly preferred
Work Experience	Minimum	<p>Demonstrated success leading large infrastructure technology implementations serving as a subject matter expert.</p> <p>Demonstrated prolonged success designing, building, and managing server operating systems including Windows and Linux environments.</p> <p>Demonstrated success being a forward thinker utilizing emerging technologies to modernize workflows.</p> <p>Demonstrated success isolating and remediating complex issues in a large scale/highly available environment.</p> <p>Demonstrated success optimizing performance of supported systems without negatively affecting business operations.</p> <p>Demonstrated success mentoring co-workers.</p>
	Preferred	Five (5) 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><u>Information Services (IS) Core Competencies:</u>            Intermediate competency in the following areas:</p> <ul style="list-style-type: none"> <li>• Leadership including leads with integrity, maintains strategic orientation, demonstrates business and financial acumen, champions innovation, manages execution, leads, and develops people</li> <li>• Technical leadership of applicable products or platforms</li> <li>• Leading highly empowered, self-directed teams including cross-functional teams</li> <li>• Communication</li> <li>• Critical thinking</li> <li>• Applying lean management tools</li> <li>• Applying agile methodologies</li> <li>• Mentoring and teaching</li> </ul> <p><u>Position Specific Competencies:</u>            Emerging competency in at least one (1) database competencies including:</p> <ul style="list-style-type: none"> <li>• Understanding logical volume management concepts within Linux and ability to create and maintain them.</li> <li>• Comprehension of Linux operating system including command line, navigating directory structures, file manipulation, and network management tools.</li> <li>• Knowledge of building, testing, and executing a disaster recovery plan.</li> </ul> <p>Intermediate competency in at least five (5) database competencies including:</p> <ul style="list-style-type: none"> <li>• Ability to implement and maintain network storage technologies.</li> <li>• Understanding of structure and support of networking and firewall use for enterprise resources.</li> <li>• Understanding the design of Cisco NetScaler load balancing configuration(s).</li> </ul>

## UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> <li>Understanding project management tools including charters, plans, task/issues list(s).</li> <li>Experience creating policy and procedure standards for database management.</li> <li>Ability to provide cost analysis, forecast and plan for changes to supported systems/applications as part of annual expense planning.</li> </ul> <p>Advanced competency in at least two (2) database competencies including:</p> <ul style="list-style-type: none"> <li>Understanding of performance metrics to monitoring system performance and troubleshoot issues.</li> <li>Ability to identify and mitigate vulnerabilities on supported systems in a 24/7/365 environment.</li> <li>Experience managing multiple operating systems, including Windows Server, Linux.</li> <li>Knowledge of applying upgrades and updates to Epic ODBA environments.</li> <li>Experience performing tests and evaluations regularly to ensure data security, privacy, and integrity.</li> <li>Experience using scripting languages (KornShell/Perl/PowerShell) to automate processes.</li> </ul> <p><u>Other Preferred Skills, Knowledge, Abilities:</u></p> <ul style="list-style-type: none"> <li>Experience supporting critical infrastructure in a 24x7x365 environment.</li> <li>Expertise of operating systems security concepts and best practices.</li> <li>Ability to work with people of varying skills and personalities.</li> <li>Excellent troubleshooting and analytical skills.</li> <li>Project management abilities for cross-team and internal projects.</li> </ul>			
<b>PHYSICAL REQUIREMENTS</b>				
<b>Indicate the appropriate physical requirements of this job in the course of a shift.</b> <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
<b>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - 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.