Position Summary

**Database Analyst II**

**Purpose**

Under limited supervision, designs, implements and maintains complex multi-platform databases consistent with business requirements and processes.

**Primary Functions**

- Performs complex data analysis in support of ad-hoc and standing management or customer requests.
- Works directly with leaders to identify analytical requirements.
- Review data for consistency, accuracy and quality.
- Develop and execute programs to perform consistency checks.
- Document and resolve data inconsistencies.
- Assist with supplemental data collection.
- Coordinate retrieval and filing of report forms.
- Monitor timeliness of data receipt. Resolve issues as required.
- Code and enter data accurately within established speed requirements.
  - Works with SQL and open source applications, developers, consultants and end-users to analyze data requirements and resolves problems and makes design recommendations.
  - Works with project collaborators to perform analysis of moderately complex data sets and reports.
  - Designs and programs databases key to data integration.
  - Prepares access methods, validation checks and analyzes system performance following established standards and procedures.

**Knowledge – Skills – Abilities**

Knowledge of computers, electronics, digital media, databases, applications, software development, risk management, SQL, python and information security.

Customer support, systems analysis, troubleshooting, problem solving, and listening skills.

**Organizational Structure**

Building: Medical Education Building, 1st Floor
Department: Institute for Health & Equity
Division: Epidemiology
Reports to (Title): Division Director of Epidemiology
Direct Reports (Titles): None
Collaborates with (Titles): Institute leadership and staff

**Specifications**

*Appropriate education and/or experience may be substituted on equivalent basis*

Minimum Required Education: Bachelor’s Degree
Minimum Required Experience: 3 years
Preferred Education: Bachelor degree in computer science, information systems or related field or commensurate
Preferred Experience: 3-5 years data management/IT experience

Classification
Grade Name: 14
Full-Time Equivalent: 1.0
FLSA Status: Exempt
FLSA Test: Computer Professional
Workweek: Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job ID: 300
Job Name: IT Specialist
Position Category: Information Services

Job Scope
Complexity – regularly applies judgment to accomplish tasks; develops policies and procedures
Impact – errors may cause moderate to serious damage; accuracy highly important
Autonomy – performs work independently with regular check-ins; supervision available as needed
Communication – occasionally resolves conflicts; adapts communication style to audiences
Responsibility – advises others
Confidentiality – regularly prepares and uses confidential information
Leadership – acts as a role model

Physical Requirements
Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential
Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity
Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment
Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.
Performance Dimensions

Collegiality
Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence and Creativity
Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

Education and Development
Displays an ongoing commitment to continuous learning and self-improvement in one’s area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment
Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship
Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.
Disclaimers

Background Check
Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and / or driving record check.

Equal Opportunity Employer
The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Diversity and Inclusion
The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

Confidentiality
Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness
This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.

Effective Date: 1/1/2018