Civil Service Title: IT Technical Associate
Exempt / Job Posting # 15-055
Apply https://jobs.uic.edu/ (Exam Request Title: Database Administrator)

Function:
This role provides depth and experience with DSCC data sources, maintains current and future databases, and performs data analysis for leadership and provides technical knowledge of the SQL and SharePoint platforms.

Essential Job Functions:
- Analyze varied and evolving data sources, maintain databases, and perform data analysis.
- Design models to extract and transform data according to business needs.
- Load data to operational data models.
- Collaborate with internal partners to understand data needs of business unit combined with a thorough understanding of enterprise business systems and industry requirements.
- Utilize SQL, SharePoint, and other tools.
- Performs a role in the development and implementation of major systems. This role interfaces with multiple business units such as accounting / finance, claims, Home Care/Core operations, customer care, senior management, IT, and marketing.
- Creates and updates SOP's for technical processes.
- Reviews and validates operational data to ensure data classifies properly, transmits successfully, and follows internal data standards.
- Uses strong critical thinking skills along with business knowledge to have insight and understanding of business concepts, tools and processes that are needed for making sound decisions in the context of the company's business.
- Manages system code set and rule configurations, and quality assurance application testing to include: creation of business requirements, validation of design to business requirements, writing test plans, conducting functional and performance testing to include application and system integration testing.
- Demonstrates strong knowledge of database management and data processing techniques, principles and practices.
- Develops and executes basic protocols under the direction of others.
- Assists in qualifying design outputs on projects.
- Maintains basic designs and interfaces where appropriate.
- Designing and optimizing database schemas, partitioning schemes and working with the application development team.
- Developing SQL queries and ad-hoc reports as needed.

Minimum Qualifications for Experience and Education:
- One to three years of experience working in a healthcare or care coordination IT environment.
- One to three years of experience in developing requirements and performing system analysis.
- One to three years of experience of major systems implementation experience.
- One to three years experience in one or more of the following areas: systems design and delivery, rational database programming experience (SQL preferred), practice management system implementation and support, EMR system implementation and support, Claim adjudication system implementation and support, Case/Care Management system implementation and support.
- Experience with collaborative team software tools (SharePoint).
- Bachelors of Science degree in IT, Computer Science, or related field.

Functional and Technical:
- Strong knowledge of Microsoft SQL Server 2012 and Reporting Services.
- Knowledge of SharePoint 2013.
- Proficient with MS Office suite of products including Word, Excel, PowerPoint, Visio
- Strong attention to detail and time management skills.
- Strong communication skills; both verbal and written needed to interact with Application Development team.
- Ability to work on multiple projects simultaneously.

**Desired Experience:**

Education:
- Business Analyst or Project Management Professional Certification.

Experience:
- Experience of business improvement techniques, LEAN Six Sigma is desirable.

Functional and Technical:
- Strong business analysis skills including requirements, design, process re-engineering, data analysis and reporting, Testing/QA, etc.
- Expertise to manage configurations, Security, Templates/Forms, Dashboards and analytics, etc. for SaaS based applications.
- Demonstrated project experience and resourcefulness to see tasks and initiatives through to completion.
- Experience in increasing user adoption, managing, and in between user communities.