

T.H.E. HEALTH AND WELLNESS CENTERS

JOB DESCRIPTION

POSITION: NETWORK/DATABASE Engineer

DEPARTMENT: IT

STATUS: Full-Time, Exempt

POSITION SUMMARY:

Network/Database Engineer is responsible for all aspects of the design, development and delivery of data and database solutions. This involves leveraging business intelligence tools and other software (such as Microsoft Excel) to extract of data from various sources, reviewing the data for appropriateness and accuracy, and manipulating the data into meaningful reports for users throughout the agency.

Other responsibilities include but not limited to:

- Design, develop and deliver / implement data solutions to include: architecture design, prototyping of concepts to proof of concept, development of standards, design and development of test plans, code and module design, development and testing, data solution debugging, design and implementation of a solution that follows efficient design techniques and development that meets and exceeds the intent of the design of the data solution.
- Effectively manage day-to-day tasks / activities in coordination with a team of developers to effectively meet the deliverables and schedule of a data solution component within a larger application project.
- Lend support to various business and technology teams as necessary during design, development and delivery to ensure solid, scalable, robust solutions.
- Support and maintain data and database systems to meet business delivery specifications and needs.
- Database Administration such as performance optimization/ backups/disaster recovery.
- Maintaining and administering computer networks and related computing environments including systems software, applications software, hardware, and configurations.
- Performing disaster recovery operations and data backups when required.
- Protecting data, software, and hardware by coordinating, planning and implementing network security measures.
- Troubleshooting, diagnosing and resolving hardware, software, and other network and system problems.
- Replacing faulty network hardware components when required.
- Maintaining, configuring, and monitoring virus protection software and email applications.
- Monitoring network performance to determine if adjustments need to be made.
- Conferring with network users about solving existing system problems.
- Operating master consoles to monitor the performance of networks and computer systems.
- Coordinating computer network access and use.
- Designing, configuring and testing networking software, computer hardware, and operating system software.
- **ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- **EXTERNAL REPORTING**
- Assists the Reporting Manager in the preparation of reports for review and approval by Chief Information Officer including but not limited to:
- Universal Data Systems (UDS), Office of Statewide Health Planning and Development (OSHPD), Cost Reports, Federal Status Report (FSR), Federal Quarterly Reports, and other reports as needed
- **INTERNAL REPORTING**
- Assists with preparation of monthly/weekly/daily company financial and operational reports and balance scorecard for review by the Reporting Manger and approval by Chief Information Officer

- Prepares and reviews provider productivity, cycle time, and other clinic operations reports on intervals set by the Reporting Manager and leadership team
- Builds report templates that extract patient data from the electronic medical record database with guidance from Medical Unit
- Assists in the maintenance of electronic medical record data integrity through regular review of database and identification of data outside expected range
- Interacts directly with staff in all departments to gain understanding of business requirements to produce reports that address specified needs
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree in Business, Economics, Math, Computer Science, or related field preferred. Education may be substituted for experience.
- Minimum 1 - 2 years related experience in a nonprofit recommended (preferably a Federally Qualified Health Center (FQHC) or community health clinic or other similar organization receiving grant funding).
- Experience with Medi-Cal and Medicare billing and reporting recommended, especially for FQHCs
- Ability to work independently and a self-starter with minimal supervision
- Computer proficiency – Advanced user of Excel, accounting packages (preferably Sage MIP or SAGE MAS-90), and programming languages preferred
- Experience utilizing an Electronic Medical Record (EMR) system is highly desirable (Preferably eClinicalWorks)
- Strong presentation skills with excellent verbal and written communication skills
- Excellent analytical and organizational skills
- Detail-oriented while handling multiple projects and remaining conscious of deadlines
- Comfortable obtaining information through interview or other means Up-to-date knowledge of current financial and accounting computer applications
- Flexible, curious and quick learner
- Maintains detailed and accurate records
- Able to establish and maintain good working relationships with all levels within the organization
- Able to keep sensitive information confidential