



Director of Data Management

Job Code: DDM - 128
Revision Date: Dec 21, 2018

Salary Range:
\$36.48 - \$59.68 Hourly
\$2,918.40 - \$4,774.50 Biweekly
\$75,883.00 - \$124,137.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

Ensures effective data management infrastructure encompassing data warehouses, data stores, database architecture and business intelligence systems. Responsible for overseeing data systems and ensuring they meet organizational requirements. Analyzes departmental sub-functions data against broader departmental function data to gain insights into the details of revenue cycle objectives, true cost of care, financial statements, budgeting, state target measures, mental health population data and remote patient monitoring, among others. Creates functional strategies and specific objectives for the sub-function and develops strategies to support the functional infrastructure.

Responsible for developing, implementing, and overseeing database/server policies and procedures to ensure the integrity and availability of databases/servers and their accompanying software. Relies on extensive knowledge, professional discretion, significant ingenuity and flexibility to achieve goals.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Hands-on experience leading teams through the entire software development lifecycle of an analytic solution. Working knowledge of requirements and design best practices, including data modeling, data transformation and dashboard design.
- Knowledge of leading business intelligence tools, such as MS Power BI, IBM Cognos, Tableau, SAS, Hadoop or SPSS.
- Knowledge of multidimensional and tabular data warehouse design, including a solid understanding of MDX/DAX, calculated measures, hierarchies, and date/time dimension analysis.
- Advanced Excel power user (SQL, DAX, Power Pivot, Power Query).

- Experience developing and maintaining SQL Server Integration Service packages (SSIS) and Server Reporting Services (SSRS).
- Experience implementing and/or supporting data governance policies and processes.
- Experience maintaining data management plans and operating instructions for complex business systems and architectures.
- Knowledge creating internal, frontend web-based applications using HTML, CSS, JavaScript, JQuery, PHP, Web Services (WSDL) and other frontend technologies. Will integrate data from various back-end services and databases to web-based applications.
- Define the next generation of data platform technologies and solutions to enable the organization's vision.
- Ensure the integrity, confidentiality and security of all data sets. Administration database.
- Lead the continued development of the Center's data platform, with responsibility for the company's growing number of dashboards, data warehouse environment, business intelligence tools, and system integrations.
- Produce standard reporting and business intelligence solutions for use by key stakeholders at all levels of the organization.
- Work with program managers to define actionable reporting solutions.
- Collaborate with executives and stakeholders across the business to develop measurement strategies, track, report and analyze the success of organization's programs and progress toward strategic business goals.
- Partnering with internal/external stakeholders to develop analyses that lead to actionable insights that accelerate profitable growth.
- Prioritization and project management of team activities while proactively identifying areas in which analytics efforts can produce a strong value add.
- Architecting data structures and reports in a massively parallel processing environment while working with several large and complex SQL databases.
- Experience with administration and maintenance of Microsoft Windows domain environment including Active Directory, Hyper-V, DHCP,
- Group Policy, DNS, and mass storage, a plus.
- Experience with application SSL certificates and IIS on Windows servers, a plus.
- Mentoring and development of the data management team to facilitate the capture of new data, integration into data warehouse, and representation of data via self-service report, static reports, and dashboards/business intelligence.
- Attends and participates in meetings, training and information sessions;
- Stays abreast of current trends and innovations in the field;
- Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts
- Performs other duties as assigned

Minimum Education and Experience Requirements

Bachelor's degree in a technical or quantitative/business-oriented field and five (5) years of experience of professional database administration, data manipulation using SQL and other scripting languages. Experience designing, analyzing and delivering data warehousing, business intelligence and reporting solutions.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and use hands and fingers to handle or feel. The employee frequently is required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. The employee must frequently lift and/or move up to 30 pounds and manually push/pull a dolly. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Must be able to operate a vehicle.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.
- Possess and maintain recognized current certification or complete specialized training to ensure up-to-date knowledge of job related skills and technology.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.