



1764 San Diego Avenue, Suite 200 San Diego, CA 92110

Phone 619-471-2637 Statewide Toll Free 888-804-3536 HealthConsumer.org

JOB ANNOUNCEMENT

HCA DATABASE ADMINISTRATOR

The Health Consumer Alliance (HCA) is a collaborative partnership of legal services programs in California providing health care advocacy services for consumers.

We seek to hire a HCA Database Administrator with strong Microsoft Access/SQL Server, Salesforce, and data warehouse experience, and data analysis and reporting expertise. Understanding of security/compliance issues including HIPAA preferred. Experience in the health care field desirable.

Responsibilities:

- Participate in proposal review and vendor selection process and implement new system for data collection, management, and reporting to improve data accuracy, consistency, and analysis. Prefer experience in variety of architectures, including Salesforce, PostgreSQL, SQL Server, and data warehouse solutions.
- Support transition from current environment which involves ten remote databases (Access/MSSQL), with varying degrees of integration with local programs' individual case management databases (MSSQL, MySQL, PostgreSQL), and an aggregate database used to generate monthly reports. Replacement system must include a user-friendly data entry interface and robust dashboarding, data analysis, and reporting capabilities accessible to end users at both the local program and aggregate level.
- Produce monthly reports for funders. Must be able to produce accurate and intelligible reports with short turnaround times, recognize potential data integrity issues, and communicate effectively with non-technical staff. Turnaround times may require after-hours and weekend work.

Required Skills:

- Review data to identify potential data entry issues including month-to-month and program-to-program variations, and removal of identifying information.
- Query the master database and produce a variety of reports using pre-defined templates.
- Create new queries and report templates as necessary to meet funder requirements.
- Use data analysis tools to identify trends and improve understanding of the work that is being done and the outcomes achieved.
- Ability to evaluate database front-end options including web-based applications.

Experience Required:

- ✓ Microsoft Access/SQL Server including VBA
- ✓ PostgreSQL/MySQL
- ✓ Salesforce
- ✓ Data visualization tools (e.g., Tableau)
- ✓ Report automation
- ✓ Data validation and quality assurance
- ✓ Database monitoring tools (e.g., ApexSQL Audit)

Salary:

Will commensurate with experience.

Posting Expiration Date:

Open until position is filled.

The HCA Coordinator’s office is located in San Diego. Preference for working out of San Diego office, but will consider other locations for ideal candidates, including locations of HCA partner sites (e.g., Sacramento, Bay Area, and Los Angeles).

To apply for this position, please submit a resume and cover letter to:

Michele Melden
Coordinator, Health Consumer Alliance
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