



**AVAILABLE POSITION**

<b>Job Title:</b>	<b>Database Administrator/Analyst Level II</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Reports To:</b>	<b>Data Systems Manager</b>	<b>Classification:</b>	<b>Classified</b>
<b>Department:</b>	<b>PartnerSolutions – Data Analytics</b>	<b>Last Revision</b>	<b>March 2019</b>
<b>Approved By:</b>	<b>Beth Watson, Director of Human Resources</b>	<b>Date</b>	<b>03/15/2019</b>

**PURPOSE**

Responsible for all the functions associated with reporting information to PartnerSolutions Boards and Providers from the PartnerSolutions Enterprise Claims Adjudication Database, including data sourced from MACSIS data extracts, SmartCare database backups, data feeds from various other sources. Writes, tests, and maintains database infrastructure code, writes complex database queries, produces reports in professional formats, and resolves business needs of constituents. Automating processes as needed to ensure accuracy, efficiency, and timeliness. Provides direction to the Stark County Homeless Management Information System database infrastructure especially accurate and timely reporting to meet requirements from homeless shelters, county, state, and federal governmental agencies.

**ESSENTIAL JOB FUNCTIONS**

1. Reports accurately all data related to OhioMHAS reporting /Enterprise Claims Adjudication Database/ HMIS and other data streams as needed;
2. Manages implementation and ongoing operations of SmartCareMCO system; troubleshoots and resolves issues; Oversees development initiatives;
3. Investigate and resolve SmartCare support tickets for issues beyond the scope of the first-line help desk support;
4. Receives, imports, stages and cleans all incoming data extracts from the State Departments;
5. Creates and maintains the database and reporting infrastructure to produce reports for OhioMHAS reporting / Enterprise Claims Adjudication Database/HMIS and other data streams as needed;
6. Writes complex SQL queries to solve business needs, selects and prepares professional report formats and automates manual process to produce reports;
7. Assists Data Systems Manager with managing back-up and disaster recovery process for all production reporting databases;
8. Responsible for learning business needs and requirements from report users, soliciting input from constituents, and generating meaningful finished reports for distribution and production;
9. Builds required contracts and pricing infrastructure in the Enterprise Claims Adjudication Database to price and adjudicate all Non-Medicaid claims in accordance with each Board’s benefit plan; solves problems related to claims pricing when discrepancies arise;
10. Participates in and provides consultation to IT related workgroups with Board peers, State Departments and OACBHA staff on particularly complex, difficult database programming, business analysis, or logic problems;
11. Reports from and maintains Homeless Management Information System database accurately and timely including synthesizing business needs of constituents and meeting external reporting requirements and deadlines;
12. Supports Program Manager in HMIS responsibilities;
13. Assists Data Systems Manager as backup to Director of PartnerSolutions;
14. Assists in promoting cultural & linguistic competence within the Stark County community;
15. Must work congenially and cooperatively with co-workers and the public;
16. Assumes added responsibilities and performs special projects as needed or directed.

**REQUIRED QUALIFICATIONS**

**Education, Training and/or Experience**

Bachelor's degree in Business or Information Technology with at least four years' experience working with databases in a professional office environment.

**Knowledge, Skills, Abilities and Personal Characteristics**

Proficient keyboarding skills; Advanced working knowledge of SQL programming logic; SQL Server Reporting Services; SQL Server Integration Services; PowerShell; Ability to understand business needs and creatively solve problems with data systems and reporting; Detail oriented and highly organized; Ability to manage multiple priorities and produce deliverables timely; Ability to deal with public and staff tactfully and effectively in a personable and effective manner; Ability to maintain a high level of energy and initiative with a consistent positive attitude; OhioMHAS/State of Ohio reporting experience;

**PHYSICAL DEMANDS**

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Requires ability to concentrate for extended time, writing, testing, debugging and automating database processes and accompanying documentation; Travel by automobile may be required occasionally.

**WORKING CONDITIONS**

Work performed in a general office environment. May require availability for additional hours during peak periods. Requires periodic participation and attendance at organization sponsored events and meetings.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job.*

**CONDITIONS OF EMPLOYMENT**

**Note:** The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment.

**Salary Range:** StarkMHAR Grade 6 \$54,720 - \$82,080. **Suggested Starting Range** \$54,720 - \$64,980\*

\*An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities that could qualify for a higher starting salary.

**Hours:** Monday – Friday 8AM to 5PM with one-hour unpaid lunch. Alternative scheduling may be available.

**Application Deadline:** Until Filled

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Apply online at [www.StarkMHAR.org/about/jobs](http://www.StarkMHAR.org/about/jobs)

OR MAIL RESUME TO: **Attention: Human Resource Department  
Stark County Mental Health & Addiction Recovery  
121 Cleveland Ave SW  
Canton, Ohio 44702**

EOE/Minorities/Females/Vet/Disabled