UW HEALTH JOB DESCRIPTION

ANALYTICS PLATFORM ADMINISTRATOR SENIOR

Job Code: 330076  FLSA Status: Exempt  Mgt. Approval: T. Madigan  Date: 2.2018
Department: Enterprise Analytics  HR Approval: A. King  Date: 2.2018

JOB SUMMARY

The Analytics Platform Administrator Senior oversees and performs all duties of the analytics platforms. This includes performing software/hardware upgrades, ensuring backups are being performed regularly, ensuring that the platforms are performing to their potential, and addressing any issues that arise. Developing and maintaining infrastructure/process logs, documentation, process metrics, process schedules, security, and capacity trending will be part of the daily activities. The Analytics Platform Administrator Senior will be responsible for ensuring the platforms are current on the marketplace and make recommendations where they see opportunities for improvement or suspect future issues based on growth and capacity. The analytics platform includes, but is not limited to, information delivery tools, analysis tools, and the data ecosystem (discrete databases, data warehouses, and application databases).

Additionally, at the senior level this position possesses advanced competencies, mentors and leads other staff, provides additional peer review, and recommends and leads improvement initiatives.

MAJOR RESPONSIBILITIES

- Perform one or more of the following:
  - Actively mentor other colleagues by contributing experience and insight to the team and to UW Health.
  - Manage large programs & projects of significant complexity and risk. (IS Project Management Office [PMO] small, medium and large context).
  - Independently (with minimal oversight) develop and maintain trusted advisor relationships, including at the senior leadership level and with external partners, that include guidance, as appropriate, for optimizing use of analytic capabilities and deliverables, and prioritization based on strategic vision.
- Continuously advance own expertise in data/analytics competencies.
- Participate in and/or lead improvement projects, implementations, and upgrades to information delivery tools, analysis tools, and the data ecosystem.
- Coordinate and support full cycle implementation, application development, ongoing optimization and stabilization of Enterprise Analytics (EA) applications, and assist in ensuring timely deliverables of high quality work.
- Oversee the development and support of infrastructure/process logs, documentation, process metrics, and process status reports that could be used to track Extract, Transform, and Load (ETL) process start and completion, process failures, data issues, performance issues, scheduling conflicts, and capacity trending.
- Perform software installations including routine updates/fixes, major product upgrades, patches, enhancements, customizations, and new version releases.
- Provide tier 1 and/or tier 2 support of platforms and processes.
- Migrate objects between environments per the established Systems Development Life Cycle (SDLC).
- Ensure backups are being performed on a regular basis.
- Monitor, track metrics, and lead re-occurring meetings to discuss performance (CPU, disk IO, memory usage, database, etc), ETL processes, available disk space, backup completions, job durations, and audit reports.
- Identify, recommend, and lead projects to upgrade hardware or software.
- Oversee the process of administering access to data.
- Participate in tool/vendor selection processes.
- Troubleshoot problems that are of a high degree of complexity and difficulty that require exceptional analytical skills, innovation, and creativity necessary to formulate and implement the mechanisms to identify and solve the problems.
- Assist in the creation of Service Level Agreements with our customers.
- Tune processes, servers, applications, and/or databases for optimal performance.
- Identify long term solutions that prevent and reduce reoccurrence of issues and provide a framework for continued growth.
- Maintain a close vendor relationship with the hardware and software vendors we support.
- Stay current on the marketplace changes to hardware and software we support.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.
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## JOB REQUIREMENTS

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Bachelor’s Degree in Healthcare, Information Systems, Engineering, Business, Data Science or related field. (Relevant work experience may be considered in lieu of educational requirement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred</td>
<td></td>
<td>Master’s Degree in Healthcare, Information Systems, Engineering, Business, Data Science or related field.</td>
</tr>
</tbody>
</table>

| Work Experience | Minimum | • Five (5) years combined experience as a Systems Administrator, Platform Administrator, Data Warehouse Administrator, Database Administrator (DBA), Hadoop/Big Data Administrator, Epic Clarity/Caboodle Administrator, Linux Administrator, Program Administrator, Technical Project Manager, or other managerial/supervisory role within a technical team.  
• Five (5) years combined experience supporting technical applications such as (but not limited to): Business Objects, QlikView, Qlik Sense, IBM/Netezza, Informatica, A2B, Computer Associates: Workload Automation, Microsoft SQL Server, Epic Clarity/Caboodle, Oracle, and/or Hadoop/Big Data. |
| Preferred | • Ten (10) years combined experience as a Systems Administrator, Platform Administrator, Data Warehouse Administrator, Database Administrator (DBA), Hadoop/Big Data Administrator, Epic Clarity/Caboodle Administrator, Linux Administrator, Program Administrator, Technical Project Manager, or other managerial/supervisory role within a technical team.  
• Ten (10) years combined experience supporting technical applications such as (but not limited to): Business Objects, QlikView, Qlik Sense, IBM/Netezza, Informatica, A2B, Computer Associates: Workload Automation, Microsoft SQL Server, Epic Clarity/Caboodle, Oracle, and/or Hadoop/Big Data.  
• Five (5) years combined experience using Epic's Electronic Medical Record (EMR) software and the Clarity data warehouse environment.  
• Five (5) years combined experience in a data warehousing environment specific to the health care industry. |

| Licenses & Certifications | Minimum | | | | |
|---------------------------|---------| | | | |
| Preferred | • Epic certifications in any subject area.  
• Microsoft (MTA, MCSA, MCSE) certifications. |

| Required Skills, Knowledge, and Abilities | | • Familiarity with analytic tools, platforms, and vendors such as R, SAS, Cloudera, Teradata, Oracle, and IBM.  
• Ability to participate in an on-call rotation (24/7).  
• Demonstrate professional standards surrounding data access, data security, data sensitivity, and data confidentiality.  
• Advanced knowledge with data warehousing methodologies.  
• Advanced verbal and written communication skills.  
• Advanced interpersonal relations skills, including the ability to effectively collaborate with others and work as part of a team.  
• Able to navigate a large organization in order to accomplish results.  
• Ability to initiate and follow through on complex projects of both short and long-term duration.  
• Advanced organizational and time management skills.  
• Advanced analytical and problem-solving skills.  
• Work independently, assume responsibility for job development and training, research and resolve questions and problems, and request supervisor input and keep supervisor informed as appropriate.  
• Ability to complete projects of substantial depth and complexity, working with customers at many levels in the organization.  
• Advanced understanding and experience using the Systems Development Life Cycle (SDLC).  
• Advanced knowledge in performing software/version updates and new |
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- Advanced knowledge in tuning databases for performance.
- Perform code migrations at an elite level.
- Excellent skills and/or experience in 5 or more of the following data/analytics competencies, in domains including: subject matter expertise, analytic methods and tools, business intelligence, data management, data architecture, analysis and critical thinking skills, data governance, analytics education / learning, ontology, and metadata.

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**AGE SPECIFIC COMPETENCY (Clinical jobs only)**

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Competency Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (Birth – 11 months)</td>
<td></td>
</tr>
<tr>
<td>Toddlers (1 – 3 years)</td>
<td></td>
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<tr>
<td>Preschool (4 – 5 years)</td>
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<tr>
<td>School Age (6 – 12 years)</td>
<td></td>
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<tr>
<td>Adolescent (13 – 19 years)</td>
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<tr>
<td>Young Adult (20 – 40 years)</td>
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<tr>
<td>Middle Adult (41 – 65 years)</td>
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<tr>
<td>Older Adult (Over 65 years)</td>
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</tr>
</tbody>
</table>

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**JOB FUNCTIONS**

Review the employee’s job description and identify each essential function that is performed differently based on the age group of the patient.

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**PHYSICAL REQUIREMENTS**

Indicate the appropriate physical requirements of this job in the course of a shift. Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.

<table>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</td>
<td>Up to 10#</td>
<td>Negligible</td>
<td>Negligible</td>
</tr>
<tr>
<td>Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.</td>
<td>Up to 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td>
<td>Negligible or constant push/pull of items of negligible weight</td>
</tr>
<tr>
<td>Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td>20-50#</td>
<td>10-25#</td>
<td>Negligible-10#</td>
</tr>
<tr>
<td>Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</td>
<td>50-100#</td>
<td>25-50#</td>
<td>10-20#</td>
</tr>
<tr>
<td>Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</td>
<td>Over 100#</td>
<td>Over 50#</td>
<td>Over 20#</td>
</tr>
</tbody>
</table>

List any other physical requirements or bona fide occupational qualifications:

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**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.