

JOB DESCRIPTION

Name of Employee:	
Position Title:	Database Management Specialist
Department:	HIV, STD and Hepatitis Branch
Supervised By:	Lead Health Planner
Number of Employees in This Position:	One
Number of Staff Supervised:	None
Number of Volunteers Supervised:	None

POSITION SUMMARY

The Database Management Specialist supports HIV/AIDS care and treatment services by planning and conducting database and quality management activities. This position is housed at the HIV, STD and Hepatitis Branch of Public Health Services of the County of San Diego. Under the direction of the Lead Health Planner, the Database Management Specialist will perform a broad range of duties, including the development and implementation of a quality management plan specifically related to data collection, monitoring and reporting; technical assistance and other support related to the AIDS Regional Information and Evaluation System (ARIES); identification of program areas needing improvement and development of solutions; maintenance and compilation of statistical records and profiles of quality management activities; and identification of training topics related to quality management, including ARIES, and assistance in the development and implementation of trainings.

Qualifications: The requirements listed below are representative of the knowledge, skill and ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- 1. Education and Experience:** Experience conducting database and quality management activities in a health care setting preferred. Must have demonstrated ability to analyze, organize, and interpret data. Successful completion of a bachelor's degree at an accredited college or university in computer science, public administration, business/healthcare administration or related field required. Experience can be substituted for the education requirement on a year-for-year basis.
- 2. Computer/Office Equipment Skills:** Must show proficiency with MS Office, including Word, Excel and PowerPoint. Experience with database management and knowledge of basic statistics required.
- 3. Other Special Skills:** Strong organizational skills and strong writing skills are required. Knowledge of HIPAA and principles of confidentiality in health care settings preferred. Ability to establish effective working relationships with government representatives, management, employees, community-based agencies and health organizations required.
- 4. Language Skills:** Fluency in spoken and written English is required; additional fluency in Spanish is highly desirable.

POSITION RESPONSIBILITIES

I. Database Management

- A. Develop a quality management plan specific to data collection, monitoring and reporting.
- B. Develop and conduct relevant data quality assurance protocols.
- C. Provide technical assistance to service providers utilizing the AIDS Regional Information and Evaluation System (ARIES).
- D. Establish quality management procedures for data entered into ARIES.
- E. Prepare reports on a monthly basis from data entered into ARIES to measure process and outcome measures.
- F. Coordinate with County staff to monitor program data entered into ARIES.
- G. Provide technical assistance to Ryan White Services providers in the development and implementation of individual quality management plans.
- H. Identify program areas needing improvement and offer solutions to be tested, refined and implemented.
- I. Maintain and compile statistical records and profiles of quality management activities.
- J. Identify training topics related to quality management, including ARIES, and assist in development and implementation of trainings.
- K. Perform other duties as appropriate.

II. Participation in Various Community Planning and Oversight Groups

- A. Identify and participate in community planning and oversight groups related to behavioral risk groups.
- B. Maintain documentation of participation in community planning and oversight groups.

III. Quality Assurance

- A. Ensure that all activities meet the policies established by the HIV, STD and Hepatitis Branch and The Center.
- B. Develop and integrate on-going quality assurance monitoring systems to review all major components of the program.

IV. Agency Representative

- A. Represent the HIV, STD and Hepatitis Branch at community activities, as appropriate, and/or as directed by the Community Health Program Specialist or Chief of the HIV, STD and Hepatitis Branch of Public Health Services (HSHB).

PROFESSIONAL ACCOUNTABILITY

I. Dependability/Reliability

- A. Report to work on time and inform appropriate staff when involved in other duties away from the agency.
- B. Provide advance notice in a timely manner for all scheduled leave.
- C. Maintain proper attendance requirements in compliance with agency policies.

II. Attitude and Flexibility

- A. Exercise good judgment under various work situations.
- B. Adapt to changes in agency routines and issues.
- C. Accept additional responsibilities as requested by the Community Health Program Specialist or Chief of HSHB.
- D. Maintain flexibility in completing tasks as required by the position.
- E. Exhibit positive daily work attitudes on a consistent basis.

III. Interpersonal Relations

- A. Create a positive environment for all people in the agency by addressing issues of harassment, discrimination or lack of respect immediately.
- B. Continue to pursue the development of cultural sensitivity and proficiency in service delivery.
- C. Provide documentation regarding difficult situations.
- D. Exhibit cooperation and courtesy while creating a positive public image for the HIV, STD and Hepatitis Branch of Public Health Services / The Center and productive work environment.

IV. Quality/Quantity of Work

- A. Perform all daily functions in accordance with institutional policies and procedures.
- B. Ensure that all work is completed to quality professional standards.