PrimeWest Health Position Description

Position Title: ETL Developer

Department: Business IT & Claims Administration

Reports To: Manager of Business IT

Status: Full Time, Exempt

Hours: Monday – Friday

Supervision: This position does not supervise any other staff

Date Updated: September 2021

Summary: To support and develop extract, transform, and load (ETL) processes and reports that directly or indirectly support operations at PrimeWest Health. To focus on process improvement to reduce costs by providing solutions that reduce workload and manual processes.

A. Reporting Accountability (if applicable)
N/A

B. Role and Key Responsibilities
Assist the Manager of Business IT and PrimeWest Health staff in the following as needed:

1. Data Management
   a. Design and implement a plan for both internal and external sources of data
   b. Design and implement a plan for all types of data movement
   c. Design, implement, maintain, and document reports and ETL processes developed
   d. Troubleshoot reporting and data discrepancies
   e. Define and develop reports for select user staff as needed

C. General PrimeWest Health Responsibilities
1. Abide by the PrimeWest Health Code of Conduct
2. Comply with all PrimeWest Health policies and procedures
3. Comply with the Health Insurance Portability and Accountability Act (HIPAA) and all other privacy laws
4. Be familiar with building safety procedures and alert maintenance if something requires attention
5. Keep public areas of the department and office neat and clean
6. Conduct other responsibilities and activities as needed and assigned
7. Maintain a positive and professional image with internal and external customers and co-workers
8. Assume responsibility for maintaining and enhancing personal and professional development
9. Report acts of negligence or misconduct of other staff, especially with regard to violations of confidentiality rules, to the department director or the Chief Executive Officer (CEO)
10. Attend all mandatory meetings, department meetings, and educational programs as directed
11. Serve as PrimeWest Health representative on external committees as requested
12. Produce accurate and high-quality work

D. Professional Competencies
1. Ability to analyze and manipulate data tables
2. Experience with ad hoc, paginated, multi-perspective, or similar reporting tools for relational databases
3. Understanding of and ability to develop relational database (e.g., Oracle, SQL Server, DB2)
4. Ability to design and translate business requirements into ETL technical requirements
5. Ability to develop efficient ETL mappings by applying standard procedures, unit testing, implementing ETL routines, and preparing supporting documentation
6. Experience with ETL and OLAP for building an enterprise-wide data warehouse
7. Strong problem solving and analytical skills and ability to understand complex business requirements
8. Ability to learn and apply new technologies and concepts
E. Educational Requirements and Required Qualifications

1. At minimum, an Associate’s Degree in Computer Science or other major related to this position, or two years of experience equivalent to the position requirements
2. Demonstrated knowledge of, and proficiency in, Microsoft Office applications
3. Flexibility and ability to handle multiple tasks. Demonstrated organizational skills and attention to detail. Ability to work effectively with a variety of people both within and outside of the organization. Excellent verbal and written communication skills, including the ability to provide effective training in one-to-one or group settings.
4. Ability to adapt to varied situations requiring constructive thinking, analysis, interpretation, and evaluation
5. Ability to sit at a desk or computer station most of the time

F. Appropriate Licensure and Certification Requirements (if applicable)

N/A

G. Collaborative Efforts with Other Departments

H. Administrative Services
1. Care Management
2. Corporate Compliance & Auditing
3. Financial & Data Management (Cirdan)
4. Information Systems & Technology
5. Member & Provider Services
6. Quality & Utilization Management

I. Supervision (if applicable)

N/A

This position description is not to be construed as an exhaustive statement of essential functions or responsibilities.

Location: Alexandria, Minnesota

PrimeWest Health will accept resumes for this position until further notice. No phone inquiries please. Employment to begin as soon as possible.

Qualified candidates should submit their resume and cover letter to:

   Jeramie Harris, Director of Business IT & Claims Administration
   PrimeWest Health
   3905 Dakota ST
   Alexandria, MN 56308

or

   Jeramie Harris at jeramie.harris@primewest.org
   Please include “ETL Developer” in the subject line.