DEPARTMENT: Information Systems
STATUS: Exempt; Salaried
SALARY GRADE:
REPORTS TO: Data and Information Services Manager
SUPERVISES: N/A

GENERAL JOB FUNCTION

The ETL Developer is responsible for providing expertise in the design, implementation and maintenance of the data warehouse and all related extraction, transformation, and load data functions. Establish operational processes that maintain the standards and procedures for platform validation and data integrity through the data lifecycle. Collaborate with stakeholders to collect data requirements, designs and builds data models and business intelligence reporting using legacy ETL commands and dynamic SQL with structured and unstructured database designs for data use in reporting and analytics. Engage with Information Services team to perform technology upgrades, set up file transfers, perform code management, and job scheduling. Maintain and ensure up to date reporting functionality for business purposes. Provide detailed analysis from trusted data that empowers users, including colleagues, business partners and customers to make educated decisions. Align daily activities with the strategic and operational goals of the organization.

JOB DUTIES AND RESPONSIBILITIES

Manage ETL programs to facilitate the receipt of data from various data sources, loading of data into destination tables within the overall data architecture framework, designing end-to-end solutions for file creation and distribution, supporting ETL production processes and operations.

1. Manage end-to-end data management including, data integration, modeling and reporting.
2. Maintain daily ETL processes, development and implementation of Microsoft SQLSERVER 2016 using SSIS, SSAS, SSRS and T-SQL using DDL, DML, and DCL commands.
3. Perform performance tuning T-SQL (DDL and DML) queries to improve the database performance and availability.
4. Make enhancements to current database structure to allow for further expansion, new requirements and optimization.
5. Participate in review of potential technical architectures and solutions to improve and enhance existing systems, processes, and data services.
6. Engage in collaborative data modeling activities or sessions among multiple stakeholders
7. Expand the use of data to support strategic goals and objectives.
8. Function within the IS department in report writing and data mining.
9. Provide backup coverage for other information services positions as needed.

Analyze the business requirements for data file requests to design, develop, maintain and deploy fully automated ETL jobs to produce data files using SSIS and the SSRS platform.

1. Resolve SQL reporting services and T-SQL related issues.
2. Use visual studio to develop ETL packages for enterprise data warehouse.
3. Collaborate and advise team members on appropriate report requirements to ensure desired results.
4. Utilize advanced understanding of healthcare data models to identify data sources and maps data to required file specifications.
5. Design and automate data quality and data validation functions as part of the overall solution.
6. Create all types of reports such as cross-tab, conditional, drill-down, top N, summary, form, OLAP and sub reports.
7. Deploy reports using SSRS with relational and multidimensional data.

Professional presentations and discussions with customers and stakeholders to understand and translate business use cases and requirements into data models, data integration routines, and analytics report findings.

1. Maintain a thorough understanding of report findings in alignment with operational objectives.
2. Create and deliver effective presentations to leadership and non-technical team members.
3. Ensure communication of report findings is understood by team members.
4. Clearly define appropriate report findings for dissemination to relevant audiences.

Influence end user competency by supporting systematic process delivery tools and resources ensuring the development and maintenance of information services documentation.

1. Identify, propose and/or participate in development of process improvements for the data team.
2. Recommend procedure modifications or improvements to current processes to ensure effectiveness and efficiency to support strategic direction plans.
3. Work collaboratively to drive consistency in documentation of comprehensive information services systems, including knowledge base articles, workflow and network diagrams.
4. Promote best practices by identifying, developing and implementing systems to facilitate efficient project coordination requiring Information Services and Data specialty areas.
5. Create and revise new and existing standard operating procedures, policies, guidance documents and work instructions, collaborating as needed.
6. Remain current on industry and technology trends. Collaborate, review and recommend organizational best use of resources and technology.
7. Assist in the establishment and implementation of new processes in response to regulatory or other changes impacting the program or work processes.
8. Support quality and consistency, engaging in root cause analysis, follow through, and timely documentation of all non-conformance and compliance reports.
9. Participate, collaborate and engage in ensuring successful internal, customer or regulatory audits.

STANDARD RESPONSIBILITIES

1. Perform work while demonstrating a commitment to excellence and performance improvement.
2. Update clinical and administrative documentation, including electronic systems, with accurate, real-time, appropriate information according to established practices and procedures.
3. Represent LifeSource in a professional manner with both internal and external customers, ensuring professional appearance and communication.
4. Participate in all appropriate meetings, in-person, on-site, or remote, as defined by leader.
5. Routinely share feedback, solutions and ideas to leadership, including identification of training needs.
6. Exhibit outstanding clinical, customer service and collaboration skills as required by position.
7. Maintain confidentiality and respect of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with HIPAA.
8. Demonstrate LifeSource Values in work behaviors and actions.
9. Actively participate on assigned committees, work groups and project teams.
10. Execute job responsibilities in accordance with established Standard Operating Procedures (SOPs), Policies (POL), and practices as trained.
11. Perform other duties as required and assigned by leader.

QUALIFICATIONS

1. A combination of education and experience equivalent to 6 years of computer science, software engineering responsibilities, specifically experience with SQL Server, SSIS and SSRS.
2. High level of expertise required for complex SQL scripting (merge, cross joins, and procedures) and best practices.
3. Requires previous experience maintaining an enterprise data warehouse.

4. Prefer previous experience with data visualization tools (Tableau, BI360, Sisense, or PowerBI) or Report Builder.
5. Prefer previous experience with C#, or visual basic.
6. Prefer previous experience with Agile Software Development.
7. Prefer experience with both Microsoft Analysis Services and tabular model (SSAS).
8. Proven effective at establishing rapport and working relationships with peers, customers and vendors.
9. Must be organized, detail oriented, and have excellent critical thinking, problem solving and analytical skills.
10. Proven self-directed, motivated contributor with a strong initiative and ability to function autonomously, establish priorities and collaborate effectively with a team.
11. Strong working knowledge of Microsoft Office applications.
12. Demonstrated ability to exhibit a high degree of quality, integrity, and honor confidentiality of appropriate information including, but not limited to, personal team member data, organizational operations or work processes, donor and donor family information, contributor details, any financial information and medical or protected health information (PHI) in accordance with HIPAA.
13. Proven skilled and competent in using technology-based devices and mobile tools such as personal computers and related software, electronic medical record systems, mobile phones, and mobile printing devices.

WORKING CONDITIONS
1. Able to work a minimum of 40 hours per week with schedule adjusted to accommodate organizational needs. Participate in on-call rotation, to respond to high priority issues during non-business hours when assigned.
2. Affected team member in Category III never or rarely have exposure to bloodborne pathogens and do not have a potential for this exposure or handle materials that could spread infection (less than one opportunity per month). Additionally, they rarely interact with staff in patient or donor areas in a hospital or clinic setting while performing their assigned job duties.
3. Ability to lift and carry up to 20 pounds occasionally.
4. Must be able to follow and successfully complete category immunization, health screening and background check requirements.

Team Member Statement of Acknowledgement and Understanding
Acknowledgement of this job description is performed electronically via Q-Pulse—the LifeSource document control system. A team member's electronic signature will represent the following statement of understanding:

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. Additionally, I understand the general description of the expectations related to work hours and absences, attached herein, are subject to change based on department and organizational requirements. I understand that LifeSource has the right to revise this job description at any time.

LifeSource
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Minneapolis, MN 55411
1.800.24.SHARE

POSITION DESCRIPTION

PD-0093 | Rev 2

Senior ETL Developer

~~The following is a general description of the expectations related to work hours and absences. This is subject to change based on department and organizational requirements.~~

~~**POSITION EXPECTATIONS**~~

~~**Job Title:**~~ ~~ETL Developer~~
~~**Reports To:**~~ ~~Data and Information Services Manager~~
~~**Exemption Status:**~~ ~~Exempt; Salaried~~
~~**Required per Shift:**~~ ~~1~~
~~**Minimum per Shift:**~~ ~~N/A~~

~~**WORK**~~

~~**Work Day:**~~ ~~Monday-Friday~~
~~**Hours:**~~ ~~0800-1700~~
~~**Breaks:**~~ ~~Self-directed~~
~~**Overtime:**~~ ~~N/A~~
~~**On-Call:**~~ ~~As needed~~
~~**Flexible Hours:**~~ ~~Yes~~
~~**Flexible Location:**~~ ~~Yes~~
~~**Weekends:**~~ ~~N/A~~
~~**Travel:**~~ ~~Yes~~
~~**Mandatory Meetings:**~~ ~~Yes—only LifeSource team and departmental meetings.~~
~~**Shift Relief:**~~ ~~N/A~~

~~**ABSENCE**~~

~~**Planned Absence** (Vacation, Holiday, Leave of Absence, etc.)~~
~~**Short-term:**~~ ~~Vacations via The HUB; Single position—decided based on individual workload; Team member plans and prioritizes around planned absences~~
~~**Long-term:**~~ ~~Manager or bring in temporary help.~~
~~**Unplanned Absence** (Injury, Illness, Leave of Absence, etc.)~~
~~**Short-term:**~~ ~~Usually do not make arrangements; work gets completed when employee returns~~
~~**Long-term:**~~ ~~Manager or bring in temporary help.~~

~~**COMMENTS**~~