DEPARTMENT: Information Systems
STATUS: Exempt; Salaried
SALARY GRADE: 60
REPORTS TO: Director of Data and Information Services
SUPERVISES: N/A

GENERAL JOB FUNCTION

The SQL and Reports Developer is responsible for supporting the ETL developer in the design, implementation and maintenance of the data warehouse, tabular model 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 internal team members to collect data requirements, designs and builds data models and business intelligence reporting 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

Create and manage internal and external reporting programs for data quality, accuracy, and validation:

1. Support end-to-end data management including, data integration, modeling, and reporting.
2. Support and maintain daily ETL processes, development and implementation of Microsoft SQLSERVER 2016 using SSIS, SSAS, SSRS and T-SQL using DDL, DML, and DCL commands including performance tuning T-SQL (DDL and DML) queries to improve the database performance and availability.
3. Create metrics for data quality and data validation including triggers, notifications, reports, and dashboards for daily customer use.
4. Create all types of reports such as crosstab, conditional, drill-down, top N, summary, form, OLAP and sub reports.
5. Deploy reports using SSRS with relational, multidimensional data and key-value nonrelational database.
6. Work collaboratively to drive consistency in documentation of comprehensive information services systems, including knowledge base articles, workflow, and network diagrams.
7. Create and revise new and existing standard operating procedures, policies, guidance documents and work instructions, collaborating as needed.
8. Provide backup coverage for other information services positions as needed.

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 4 years of computer science, SQL development, specifically experience with SQL Server (2016 or later), SSIS and SSRS.
2. High level of expertise required for complex SQL scripting (merge, cross joins, and procedures) and best practices.
3. Experience in troubleshooting, performance tuning and maintenance of database solutions
4. Experience of SSIS, Data Warehousing (Star / Snowflake Schema / DAX, key-value nonrelational database)
5. Prefer previous experience with data visualization tools (Tableau, BI360, Sisense, or PowerBI) or Report Builder.
6. Prefer previous experience with C#, or visual basic.
7. Prefer previous experience with Agile Software Development.
8. Prefer experience with both Microsoft Analysis Services and tabular model (SSAS).
9. Proven effective at establishing rapport and working relationships with peers, customers, and vendors.
10. Must be organized, detail oriented, and have excellent critical thinking, problem solving and analytical skills.
11. Proven self-directed, motivated contributor with a strong initiative and ability to function autonomously, establish priorities and collaborate effectively with a team.
12. Strong working knowledge of Microsoft Office applications.
13. 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.
14. 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.

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:	SQL and Reports Developer
Reports To:	Director of Data and Information Services
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