

Database Administrator

Reports to: Information Technology Manager

Supervises: Data Entry Clerks, Medical Coders

Salary: Depends on Experience

Summary: Shall be responsible for the maintenance, confidentiality and security of all of the Tribe's data resources including web related services. Shall serve as a member of the ACQI committee and shall implement organizational wide performance improvement activities and assure compliance of JCAHO standards as they apply to health databases.

- 1) What are your typical job responsibilities?** I maintain the Health Database (RPMS) on a daily basis, which includes but is not limited to user accounts and access, daily backups of RPMS, troubleshooting problems of users, checking for security breaches, providing annual training for HIPAA security, reports requested by health staff, etc.
- 2) How do you *really* spend your day?** Email, reports, helping users of RPMS as problems come up, working on projects as assigned by ED, checking new patches or updates loaded by IHS, and anything that comes up during the day. I always have projects and reports that are worked on as time allows, such as EHR, new PCC+ forms, Contingency planning, annual reports required by HRSA and State of California.
- 3) How do you organize your day to ensure you get everything done?** I keep a list of projects and prioritize them by importance and when needed. I handle user problems as they arise, such as forgotten user passwords or locked accounts.
- 4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?** I transferred from Happy Camp Health Services when operations were transferred to KTOC in July 2002. I worked for a few years in the business office and applied for this position when a vacancy arose in 2005. The main reason I applied for the job was that I wanted out of the business office after having been a medical biller and accounts receivable person for almost 10 years.
- 5) Uppers; what is the thing that you love most about your job?** It changes daily. Although I am working with the same program most of the time it is changing all the time. I enjoy working at my own pace and working with other staff as needed. I also am learning new skills especially in the area of information technology. I feel that I am growing and have a sense of accomplishment with each completed task.
- 6) Downers; what is the thing that you love least about your job?** Often times it is the same things I love about the job. Some days are over whelming with changes and new things to learn. If a task does not run correctly or I don't get needed feedback it makes me feel that my time is wasted or that I am not accomplishing anything for that day, although I am busy all of the time.
- 7) What inspires, excites, and/or motivates you in your job?** I like coming to work. I believe our health program has a good team and I enjoy working with the staff at all the locations.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)? I work basically 8:00 to 5:00, although there are occasional days that go longer to complete a task. I have tried to limit travel to the basics need for this position. I probably travel 3-4 times a year for training. Most often to Sacramento, although in the past have traveled to trainings in Phoenix AZ, San Diego, CA, Monterey, CA, and Portland, OR. If I can receive instruction via WebEx or conference calls I will opt for that method over traveling. I attend meetings 2-4 times per month. Health Mangers (bi-monthly), Performance Improvement (monthly), Medical Records (quarterly), Health Board (monthly), EHR (monthly conference call or Spark Chat), Front Office (quarterly), and Data Entry/Coding as needed. I travel to other facilities as needed for computer support and staff training.

9) How do you relieve stress? I like to listen to music, watch TV, take walks, gardening, and most often through prayer and reading the Bible. I often need to vent by talking to a peer about what is causing the stress.

10) Does your job include a lot of traveling? Do you enjoy it? My job sometimes requires traveling for training etc. I do enjoy it, but as stated before will opt for WebEx and conference calls if available not only for the convenience but as a cost effective way to get needed instructions.

11) What advice would you give to someone interested in this line of work? To take some classes in Information Technology, such as Linux, programming, Operating Systems, etc. For much of the time this is a sedentary job in front of a computer screen, so you need to be able to sit for long periods of time. If a person needs activity this could be problematic in this job.

12) What does a typical day in your world look like? I am either looking at a computer screen or on the phone. Sometimes I am reading from RPMS manuals on how to make a program work, etc. I spend a lot of time sitting so occasionally need to take a walk.