

POSITION DESCRIPTION

AGENCY/DEPT ID

ODA/AGE933000

DIVISION OR INSTITUTION
Performance Center

UNIT OR OFFICE

COUNTY OF EMPLOYMENT
FranklinPOSITION NUMBER
20017598 Reclassification New Position UpdatePosition Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Database Administration Manager 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

Health Planning Admin 3 - 20019691

 Permanent
 Temporary
 Intermittent

 Classified
 Unclassified
Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Under direction from supervisor, serves as project leader to formulate, research, monitor and evaluate one or more statewide program components policies, procedures & goals for the Ohio Department of Aging (ODA)-administered Medicaid Home & Community Base Long-Term Care and/ or Older Americans Act programs [i.e., PASSPORT, Assisted Living, & Nursing Home Pre-Admission Review (PAR)]: Plans, re-searches and evaluates activities related to analysis of statewide system of services and supports, program access, consumer education, program eligibility, hearing decisions, service utilization, provider procurement, rate setting, provider certification, provider quality assurance, case management & consumer satisfaction/outcomes; serves as team member to analyze budgeted, projected & incurred program costs & utilization trends; implements data collection, analysis & statistical monitoring of ODA-administered programs [e.g., Medicaid home & community-based waivers, Title III of the Older Americans Act (OAA), PACE & Pre-Admission Review programs]; interprets & ensures compliance with applicable federal & state laws.	Knowledge of: 1) business administration; 2) public administration (3) continuous quality improvement process designs; 4) agency policies & procedures (i.e., ODA Navigator, Older American's Act, Medicaid rules & policies; Public Medicaid Assistance Programs)*; 5) government structure & process*; 6) social science, 7) aging statistics, terminology & methods Skill in: 8) use of personal computer & associated hardware (e.g., printers & peripherals) & applicable software applications (e.g., MS Office, Outlook) (9) equipment operation (e.g., phones, copiers, fax)*. Ability to: 10) ability to analyze multiple factors, use statistical analysis apply factors & present findings & conclusions; 11) comprehend & record figures accurately; 12) prepare meaningful, concise & accurate reports; 13) gather, collate & classify information about data, people or things; 14) handle routine & sensitive contacts with & inquiries from public, providers, & government officials in person, via telephone &/or through written correspondence; 15) monitor quality assurance & corrective action plans; 16) prepare comprehensive & technical reports.
20	Researches and analyzes data and summarizes results; develops and/ or measures desired system improvement strategies/ results and policy outcomes and impact on program & makes recommendations; uses understanding of relational databases, program data & query language to write queries & reports from the Social Assistance Management System (SAMS) & Ohio's Aging Services Information System (OASIS); manages OAA program data & PASSPORT Information Management System (PIMS) data using Oracle SQL Developer, PL/SQL, & Crystal Reports in order to build data sets & summarize data for program analysis; uses advanced understanding of MS Excel & Access to create spreadsheets, pivot tables, reports, charts, trend lines, & statistical analysis of program data for public distribution, presentations & decision making support; writes narratives for weekly, monthly & annual activity reports; creates valid survey samples & statistical analysis; communicates results of analyses orally & in writing.	Knowledge of: 1; 2; 3; 4*; 5*; 6; 7. Skill in: 8; 9*. Ability to: 10; 11; 12; 13; 14; 15; 16.

JOB TITLE
Data Administration Manager 1JOB CODE
67171

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

POSITION DESCRIPTION		AGENCY/DEPT ID ODA/AGE933000
DIVISION OR INSTITUTION Performance Center	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20017598 JOB TITLE Data Administration Manager 1 JOB CODE 67171	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Database Administration Manager 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Health Planning Admin 3 - 20019691	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities
	30	<p>Researches, analyzes & evaluates data measurement of programmatic impact over statewide Medicaid programs (i.e., PASSPORT HCBS, CHOICES, Pace, Assisted Living); assists in evaluation & reporting for Older Americans Act (OAA) programs, establishes guidelines & tracking timeframes, performs data collection, analysis, & sorting of network information; influence change and make recommendations for database requirements, queries, & reports; extracts & reports data from ODA's applications ; designs & creates reports using various reporting tools (i.e., Oracle SQL Developer, Crystal, SPSS, SASS, Microsoft Excel & Access); supports application testing; makes & implements recommendations regarding PIMS application & reporting tools; formulates related policy development & coordinates procedures, manuals, & reports; works in partnership with ODA, Area Agencies on Aging (AAA) & PASSPORT Administrative Agency (PAA) staff to ensure consistent implementation of established guidelines/policies/procedures to optimize success of database business requirements & reports; develops, prepares & reviews reports from database; prepares analysis & queries from database for annual & ad hoc monitoring; advises supervisor & division chief of issues & opportunities; supports & assists with reporting for OAA programs.</p>		Knowledge of: 1; 2*; 3*; 4. Skill in: 5. Ability to: 6; 7; 8; 9; 10; 11; 12; 13; 14; 15; 16.
	15	<p>Reviews proposals, develops surveys, works independently or as part of a team to lead &/or provide program support: participates and/ or leads system improvement/ process design/ redesign workgroups [LEAN, Six Sigma]; develops rubrics, evaluation strategies, processes and mechanisms for tracking & analyzing ODA-administered programs; prepares reports for other ODA management staff & makes recommendations for changes.</p>		Knowledge of: 1; 2*; 3*; 4. Skill in: 5. Ability to: 6; 7; 8; 9; 10; 11; 12; 13; 14; 15; 16.
	5	<p>Performs other duties as assigned: works independently or as part of a team; provides technical & research information to ODA manager, division chief & other managers, executive staff; handles special projects as requested; communicates findings with ODA internal staff, departments & constituent groups; advises supervisor of issues & problems; writes correspondence; attends meetings; provides high quality customer service (i.e., as per ODA policy B-830, division-specific customer service procedures, etc.) to internal & external customers. represents ODA on committees & workgroups.</p>		Knowledge of: 1; 2*; 3*; 4. Skill in: 5. Ability to: 6; 7; 8; 9; 10; 11; 12; 13; 14; 15; 16. Travel may be required. *Developed after employment.
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	