

## UW HEALTH JOB DESCRIPTION

### Data Quality Specialist

|                                   |                     |                        |            |
|-----------------------------------|---------------------|------------------------|------------|
| Job Code: 330074                  | FLSA Status: Exempt | Mgt. Approval: J. Long | Date: 4-17 |
| Department : Enterprise Analytics |                     | HR Approval: CMW       | Date: 4-17 |

#### JOB SUMMARY

The Data Quality Specialists will perform data quality analysis, identify data quality issues, and work with appropriate resources to get the issues resolved. They will perform root cause analysis of data quality issues and work on teams to identify ways to prevent issues from occurring in the future. The daily activities include performing complex data analysis on source data, reviewing datasets for accuracy, referential integrity, and historical integrity, and providing recommendations for internal process checks / audits. Collaborating with both internal and external customers to ensure reliable and accurate data transmission is also part of the role. The Data Quality Specialists will be responsible for tracking data quality issues overtime, keeping customers informed on data quality issues, creating metrics to track data quality, and displaying the metrics on customer facing dashboards.

#### MAJOR RESPONSIBILITIES

- Participate in and/or lead improvement projects within EA
- Perform data quality assessments of both source data and data products in the data warehouse.
- Use source-to-target mapping documents to perform data quality analysis, identify data quality issues, and work with appropriate resources on the data cleansing process.
- Implement steps within ETL process to do internal process checks / audits.
- Perform root cause analysis of data quality issues and identify ways to prevent the issues from occurring in the future
- Review datasets for accuracy, referential integrity, and historical integrity
- Participate in teams to resolve data quality problems
- Collaborate with UW Health departments to ensure reliable and accurate receipt of data from external partners and transmission of data to external partners.
- Perform complex data analysis and provide expertise in researching data sources, acquiring, profiling, analyzing, manipulating data in support of the construction of the data warehouse and maintaining the quality and integrity of the data

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

|   |           |   |
|---|-----------|---|
| Education                                 | Minimum   | Bachelor's Degree in Healthcare, Information Systems, Engineering, Business, Data Science or related field. (Relevant work experience may be considered in lieu of educational requirement)   |
|   | Preferred | Master's Degree in Healthcare, Information Systems, Engineering, Business, Data Science or related field.   |
| Work Experience                           | Minimum   |   |
|   | Preferred | Three (3) years combined experience in the following roles: ETL/SQL Developer/Programmer, Analyst, Quality Analyst, Data Quality Specialists or Report Writer.  |
| Licenses & Certifications                 | Minimum   |   |
|   | Preferred |   |
| Required Skills, Knowledge, and Abilities |           | <ul style="list-style-type: none"> <li>• Familiarity with data warehousing methodologies</li> <li>• Proficient data management and data analysis skills using SQL</li> <li>• Proficient interpersonal relations skills, ability to effectively collaborate with others and work as part of a team</li> <li>• Proficient organizational and time management skills.</li> <li>• Proficient analytical and problem solving skills</li> </ul> |

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|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Works independently, assumes responsibility for job development and training, researches and resolves questions and problems, requests supervisor input and keeps supervisor informed</li> <li>• Ability to profile data, perform analysis, and identify exceptions</li> <li>• Ability to interpret source-to-target mapping documents</li> <li>• Ability to translate functional requirements into technical requirements</li> <li>• Ability to create and execute test plans</li> <li>• Familiarity using testing tools and frameworks</li> <li>• Ability to manage time across multiple projects</li> </ul> |
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### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

|  | Physical Demand Level  | Occasional<br>Up to 33% of the time | Frequent<br>34%-66% of the time   | Constant<br>67%-100% of the time                                      |
|--|--|-------------------------------------|---|---|
| <b>X</b>   | <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | <b>Up to 10#</b>                    | <b>Negligible</b>   | <b>Negligible</b>   |
|  | <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.  | <b>Up to 20#</b>                    | <b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | <b>Negligible</b> or constant push/pull of items of negligible weight |
|  | <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.   | <b>20-50#</b>                       | <b>10-25#</b>   | <b>Negligible-10#</b>   |
|  | <b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.   | <b>50-100#</b>                      | <b>25-50#</b>   | <b>10-20#</b>   |
|  | <b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.  | <b>Over 100#</b>                    | <b>Over 50#</b>   | <b>Over 20#</b>   |
| List any other physical requirements or bona fide occupational qualifications: |  |                                     |   |   |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.