

# POSITION AVAILABLE



## Position Title: Database Management Specialist

**Closing Date:** When filled.

**Position Start Date:** When filled

**Job Hours:** Full-time, exempt, 40 hours per week.

**Salary:** Dependent on experience and qualifications.

### **Benefits:**

1. Paid holidays, vacation and sick leave.
2. Group medical, dental, chiropractic, and vision insurance.
3. 401(k) retirement plan

**Job Description:** The Database Management Specialist supports HIV/AIDS care and treatment services by planning and conducting data and quality management activities. This position is housed at the HIV, STD and Hepatitis Branch of Public Health Services of the County of San Diego. Under the direction of the Lead Health Planner, the Database Management Specialist will perform a broad range of duties, including the development and implementation of a quality management plan specifically related to data collection, monitoring and reporting; technical assistance and other support related to the AIDS Regional Information and Evaluation System (ARIES); identification of program areas needing improvement and development of solutions; maintenance and compilation of statistical records and profiles of quality management activities; and identification of training topics related to quality management, including ARIES, and assistance in the development and implementation of trainings.

**Qualifications:** The requirements listed below are representative of the knowledge, skill and ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- 1. Education and Experience:** Experience conducting database and quality management activities in a health care setting preferred. Must have demonstrated ability to analyze, organize, and interpret data. Successful completion of a bachelor's degree at an accredited college or university in computer science, public/business/healthcare administration or related field required. Experience can be substituted for the education requirement on a year-for-year basis.
- 2. Computer/Office Equipment Skills:** Must show proficiency with MS Office, including Word, Excel and PowerPoint. Experience with database management and knowledge of basic statistics required.
- 3. Other Special Skills:** Strong organizational skills and strong writing skills are required. Knowledge of HIPAA and principles of confidentiality in health care settings preferred. Ability to establish effective working relationships with government representatives, management, employees, community-based agencies and health organizations required.
- 4. Language Skills:** Fluency in spoken and written English is required; additional fluency in Spanish is highly desirable.

To apply send resume and letter of interest to:

Patrick Loose  
Director of Programs & Operations  
The San Diego LGBT Community Center  
P.O. Box 3357, San Diego, CA 92163-1357  
[ploose@thecentersd.org](mailto:ploose@thecentersd.org)

***Persons of color strongly encouraged to apply.***

**Serving the lesbian, gay, bisexual & transgender community of San Diego County since 1973.**

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[www.thecentersd.org](http://www.thecentersd.org)

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San Diego Pride, and United Way of San Diego County