# hilltop_center_w_tag

# Data Manager/Programmer or Data Manager/Specialist\* (Job 2018-F)

\*Position title will be determined based upon the candidate’s qualifications.

### Job Description

The Hilltop Institute ([www.hilltopinstitute.org](http://www.hilltopinstitute.org)) at the University of Maryland, Baltimore County (UMBC) is seeking a Data Manager/Programmer or Data Manager/Specialist to join its Technology Innovation team. Hilltop is a university-based, non-partisan research organization dedicated to improving the health and wellbeing of vulnerable populations. Hilltop conducts research, policy analysis, and sophisticated data analytics to support health care financing and delivery system reform in Maryland and other states. Hilltop is at the forefront of national efforts to find data-driven solutions to complex problems facing state policymakers as publicly funded health care systems transition to new models that reward quality and value over volume. With access to an extensive onsite data warehouse that includes Medicare and Medicaid administrative data, hospital discharge data, nursing home assessment data, and long-term services and supports (LTSS) assessment and program participant data, Hilltop’s Technology Innovation team provides statistical programming, web applications, data visualizations and reports, and project management services to various external and internal clients for policy analysis, program evaluation, and rate setting. Of the suite of products supported by the team, the Medicaid Management Information System (MMIS)-based data exploration application, called the Decision Support System (DSS), is utilized by the Maryland Department of Health (MDH), as well as the public at large. Other clients include the Developmental Disabilities Administration (DDA), the Maryland Health Care Commission, and the Health Services Cost Review Commission (HSCRC), as well as federal government and several state Medicaid agencies. The incumbent will work under the guidance of the Chief Technology and Compliance Officer (CTO).

### Responsibilities

The incumbent will assume a prominent role in the growth of Hilltop’s data science capabilities. As a key member of the Technology Innovation team, s/he will be responsible for managing Hilltop’s repository of health care data sets and will be the administrator of Hilltop’s data management solutions.

Specific duties include the following:

* Monitoring both inbound and outbound data sets for compliance to data use agreements (DUA), Institutional Review Board (IRB) requirements, and HIPAA regulations and proposals to inform data governance and compliance procedures and protocols
* Developing and maintaining extract, transform, load (ETL) processes that organize Hilltop data sets—Medicaid (MMIS), Medicare, LTSS assessment, nursing home assessment (minimum data set—MDS) data, and hospital discharge data for use in the data warehouse and in statistical projects
* Collaborating with Hilltop directors and CTO to support automation efforts, account setup (FTP/other), and data acquisition/distribution and monitor and maintain group and user privileges in databases and associated data applications
* Working closely with the data visualization developer to automate data feeds and reports
* Acting as a liaison to UMBC’s Department of Information Technology (DoIT) to ensure version control, automation, and infrastructure operational tasks, complete project-based tasks (such as extending or creating new data and application solutions), design and implement both structured and unstructured databases (including SQL Server, SAS data sets, and MongoDB (or similar)), and configure Linux and Windows directories and manages role-based access control to those systems and their data sets
* Using the data integration tool SQL Integration Services to monitor and load inbound data sets onto Hilltop infrastructure in compliance with DUAs
* Establishing policy and procedure to make data streams and their utilization maintainable
* Advising on the creation of new data warehouses, the implementation of applications such as Enterprise Service Buses (ESB), and authentication and authorization solutions such as OAuth (amongst other items) and/or Shibboleth
* Performing other duties as assigned

### Minimum Qualifications

Data Manager/Programmer

Requires a master’s degree in computer science, information systems, or a related field and one year of relevant experience, or a bachelor’s degree in computer science, information systems, or a related field with three years of relevant experience. Must be proficient in one or more programming language (e.g., SAS, SQL, R, Python) and Microsoft Word, Excel, and PowerPoint. Must have strong analytical and effective communications skills (both verbal and written) and the ability to work in multidisciplinary project teams.

#### Data Manager/Specialist

Requires a Bachelor's degree in computer science, information systems, or a related field. Must be proficient in one or more programming language (e.g., SAS, SQL, R, Python) and Microsoft Word, Excel, and PowerPoint. Must have strong analytical and effective communications skills (both verbal and written) and the ability to work in multidisciplinary project teams.

### Desired Qualifications

The ability to work with large databases and on a variety of platforms supporting quantitative analysis, predictive analytics, mathematical modeling, and/or machine learning. Experience in building automated processes to extract, transform, and load large data sets, preferably health/HIPAA-protected data sets. Experience with Linux, Tableau, SQL and SQL Integration Services, Git, and/or Agile software development methodology, as well as programming skills in SAS, Python and/or R. A knowledge of publicly funded health insurance programs such as Medicare and Medicaid; an interest in federal and state health policy is a plus. Well-honed problem-solving skills.

### Application

For best consideration, e-mail a cover letter (indicating Job #2018-F), resume, and contact information for three professional references (in three separate email attachments) by April 6, 2018 (resumes will be accepted until the position is filled) to:

Data Manager Search Committee  
The Hilltop Institute  
Sondheim Hall-304B-2

UMBC

1000 Hilltop Circle

Baltimore MD 21250

or

E-mail to: [resume@hilltop.umbc.edu](mailto:resume@hilltop.umbc.edu) (MS Word attachments required)\*

\*Note: If submitting materials electronically, the cover letter should be included in a separate attachment.

Personnel Status: Exempt, Full-time, Grant Funded (Note: This position is grant-funded, wherein employment is contingent upon the renewal of the grant). Salary is commensurate with qualifications and experience. The position is full-time, offers excellent opportunity for professional growth, and includes the full university benefits package including tuition remission for qualified candidates.

As required by the 1986 Immigration Act, be prepared to present acceptable documentation upon hire showing your identity and that you are a U.S. citizen or an alien who is authorized to work.

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