

## Update

Ministry

Primary and Preventative Health Services

### Describe: Basic Job Details

#### Position

Position ID

50019223

Position Name (200 character maximum)

Database Audit Analyst

Current Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA11

Cost Centre

601811

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

SPP\DAIP

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manger, Audit

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

No new responsibilities added since last review.

Responsibilities Removed:

No changes

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Audit - Health System Cybersecurity and Privacy Operations, The Database Audit Analyst is a critical role necessary to ensure the integrity, confidentiality, and appropriate use of sensitive health and financial information within Primary and Preventative Health Services database systems. This position is essential for conducting data access audits, monitoring database activity, identifying inappropriate access through Database Access Monitoring (DAM) alerting, and ensuring compliance with Primary and Preventative Health Services Information Security Management Directives and the Health Information Act (HIA).

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Audit database use in compliance with Primary and Preventative Health Services Information Security Management Directives and policies:

- Develop and update security audit methodology and criteria for health information within databases at Primary and Preventative Health Services;
- Based on database audit reports, follow up with Audit manager and program areas to address inappropriate database access;
- Report database activity to the appropriate levels within the Ministry;
- Support external audits activities as applicable, including OAG, CIAS activities; and
- Regularly review and maintain the Ministry's application list for audits, highlighting particularly sensitive health applications such as CLASS, AADL and GAMS.

2. Conduct audits of database security where necessary and as directed practices by:

- Review database configurations to ensure alignment to policy and best practices ("gap analysis");
- Validate data integrity through examination and cross-reference of audit reports;
- Monitor and set up appropriate alerts indicating potential cases of inappropriate access, including linking to enterprise level SIEM logging repositories; and
- Identify and address anomalies and resolve issues.

3. Educate program areas on the appropriate use of health information:

- Engage with program areas regarding questions concerning data access;
- Develop information seminars as required; and
- Create and distribute information circulars.

4. Become a subject matter expert in the application of Primary and Preventative Health Services database auditing tools:

- Develop, review and update database tools;
- Understand database audit tool intricacies to ensure the quality of the reports;
- Work with program areas to understand where and when (deployment, configuration) the highly sensitive applications are at risk;
- Follow Primary and Preventative Health Services change management as appropriate; and
- Develop and maintain mandatory database auditing standards related to application development or procurement.

## Problem Solving

Typical problems solved:

Database Audit Analyst addresses the critical need for monitoring and safeguarding access to sensitive health and financial information stored within Primary and Preventative Health Services databases. This role solves the problem of ensuring compliance with internal Information Security Management Directives and external requirements by conducting detailed audits, identifying inappropriate access, and working with program areas to remediate issues.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

The Database Audit Analyst interacts with a wide range of stakeholders to ensure secure and appropriate use of sensitive personal health and financial information. Key stakeholders include internal and external data access users, Program area subject matter experts, IM/IT staff, external vendors, and internal business users. The role provides expert advice and guidance to data users on privacy and security requirements, influences appropriate access practices, and collaborates with program areas to address audit findings and access concerns. Frequent interaction with IM/IT and vendor resources is essential to review database configurations, implement monitoring tools, and ensure technical alignment with policy and security standards. These engagements support the analyst's core responsibilities in auditing, compliance, and education, while fostering a culture of accountability and privacy awareness across the organization.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	Other

If other, specify:

Information Management

Job-specific experience, technical competencies, certification and/or training:

**Mandatory:**  
 Position requires a university degree related to information security;  
 3 years experience in an information security role;  
 1 year experience monitoring database access;  
 Requires experience developing or supporting either DB2 or SQL database technology; and  
 Experience working with multiple stakeholders to develop business requirements.

**Desired:**  
 Experience with Imperva auditing technologies;  
 Experience developing and supporting DB2 and SQL database technologies; and  
 Experience with SIEM enterprise level monitoring. Knowledge of technologies such as assembler code, job control language, natural language code, and COBOL would be helpful in supporting the mainframe environment.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals:	Updates in the Audit system will require changes in the auditing processes to ensure

		<ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	continued compliance with privacy regulations.
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	Proactively document and update audit processes and collaborate with IT and support teams to address potential gaps before they affect the organization's overall privacy and security posture.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	Develop strong, trust-based relationships with stakeholders by establishing partnership to education and influence tailored guidance on compliance issues

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.