

**DEPARTMENT:** Information Technology  
**POSITION TITLE:** Programmer/Analyst

**REPORTS TO:** CIO  
**FLSA:** Exempt

### **Position Summary**

Under the supervision of the Chief Information Officer, this position requires working as a team member in developing, modifying, and maintaining database and management applications using C#, ASP.NET, XML, Web Services (WCF & Web API) and MS SQL Server. Maintain existing applications; Support end-users in reports and enhancements to existing applications. Review analysis, design, and code for quality, performance and adherence to standards. Provide technical support to team members for resolving application problems and issues. Incumbent should be able to work independently in providing troubleshooting assistance to end-users.

### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

- Develop database and management applications
- Maintain and support existing database and management applications
- Support end-users in enhancements and reporting

### **Qualifications**

The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education**

BS in Computer Science with excellent knowledge of .NET framework and SQL server  
MS in Computer Science preferred

#### **Experience**

3-4 years of programming experience in OOPs (ASP.NET, C#, Web API, WCF) with at least 2 years experience in Web development, database design, database normalizing and systems implementation.

At least 2+ year's of transact SQL experience writing complex stored procedures, triggers, SSIS & SSRS.

### **Supervision Received**

General daily supervision is received from the CIO.

### **Supervision Exercised**

None

### **Typical Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job duties will be performed in a sitting position, corresponding on the telephone and performing software programming tasks for extended periods of time. There will be times when the need will be to go to other departments for meeting and to obtain information.

**Typical Mental Demands**

Must be able to communicate and provide verbal feedback in a professional manner. Must be able to follow and understand instructions, and react favorably in all work situations. Must be mentally adaptable and flexible in dealing with a variety of people.

- Good communication, interpersonal, organizing and documenting skills
- Able to work independently as well as a team-member
- Strong logical, analytical and programming ability
- Capable of providing accurate results and completing assigned tasks in time
- Must be able to adhere to HIPAA and PHI requirements as well as departmental confidentiality policies

**Working Conditions**

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Climate controlled office environment. May require visits to other departments to obtain information.

**Position Performance Elements:**

Initiative	20%	Planning and Organization	10%
Job Knowledge	15%	Cost Consciousness	5%
Cooperation	15%	Judgment	5%
Quality	15%	Innovation	5%
Communication	10%		

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed/Approved By: \_\_\_\_\_ Date \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**