

POSITION DESCRIPTION

POSITION TITLE:	Director of Application Development	REVISED:	June 28, 2011
JOB STATUS:	Exempt	REVIEWED BY:	_____
REPORTS TO:	Chief Information Officer	APPROVED BY:	_____

POSITION PURPOSE

To direct and plan the selection and execution of application development projects and manage the day-to-day activities of all healthcare related software development efforts. Responsible for the coordination and integration of the HP AMISYS team, the Web Development team, and the EDI team with all associated projects and systems support. Responsible for overseeing the application portfolio, IT Governance activities and the SDLC (Software Development Life Cycle) of all development projects. Define and implement policies and procedures to achieve integration of disparate systems, while creating and promoting architectural standards for development and collaboration across all functional groups. Communicate project status and estimated completion dates to Chief Information Officer when requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizational Level

- Serve as advisor on technology and methodology related issues, to address the organization's current and future business needs
- Provide technology vision beyond current automation needs to design pathways from current state to desired state.
- Maintains in-depth knowledge of healthcare concepts and assists functional teams understanding technical and user perspectives.
- Coordinate and leverage IT software development assets effectively.

IT Department Leadership

- Maintains project plans on major initiatives and reports regular status to the CIO.
- Research, design, scope, and prepare recommendations and plans that integrate new software technologies into existing infrastructures as the technical integration leader.
- Utilize broad based technical skills to create integration strategies from legacy systems through cutting edge technologies in order to deliver end-to-end technology solutions.
- Maintain technical proficiency, including use and knowledge of current and emerging technologies.
- Develop technical staff in areas of new technology and promote architectural direction.
- Manage project teams and create a schedule of development meetings that will foster open communication between the functional teams.

Position Title: Director of Application Development (cont.)

- Define architectural standards and methods for optimal quality and performance from software development staff.
- Follow best practices methodology for standardizing the SDLC among functional teams.
- Oversee adherence to architectural standards.
- Provide technical design support for projects.
- Handle project assignments related to development initiatives.
- Help analyze, research, and design project specifications across functional software development teams.
- Utilize industry best practices in identification of development initiatives and to improve reliability of services provided by IT

- **IT Department Management**
- Manage the process to move tested applications into the production environment.
- Create processes that require the necessary documentation before applications are released to production.
- Responsible for creating/modifying all policies and procedures related to application development.
- Manage regulatory deadlines for the timely implementation of systems.
- Manage project implementation of new/modified systems with other PHC departments for successful deployment.
- Provides guidance for the PHC internal Web development with the Web Applications team.
- Liaison with Business Analysts and or internal/external customers to ensure that requirements are understood.
- Understand and promote the use of EDI transactions to all PHC providers and vendors.
- Work with the EDI team and help manage the EDI support/maintenance effort and HIPAA transactions, processes, and application development.
- Help design new EDI applications that will eliminate manual processes.
- Attends scheduled meetings with the CIO to discuss process improvements to existing systems.
- Works with various IT staff in the development of the contingency planning and disaster recovery planning documentation.
- Works with the IT Operations team on the support/maintenance of the Oracle Database environment.
- Oversees the management of the HP9000 Unix platform and the personnel assigned to support the operating system and the backups.
- Oversees the production reporting environment and staff and verifies that all production reporting timelines are met.

SECONDARY DUTIES AND RESPONSIBILITIES

- Follows HIPAA guidelines for privacy/security.
- Establish and maintain effective working relationships with employees, customers, and the public.
- Communicate effectively verbally and in writing.
- Mentors staff in best practices and standards.
- Manages the career planning, setting of objectives, and performs performance reviews and performance management for all assigned staff.
- Performs other tasks necessary to ensure PHC operations runs smoothly.
- Leads, assigns and participates in special projects as needed.
- Performs in supervisory capacity for the IT Department in the absence of the CIO.
- Required to be available by cell phone 24/7 to assist with problems if they arise.

Position Title: Director of Application Development (cont.)

HIRING CRITERIA

Education and Experience Bachelor's degree in Computer Science, or Business related field required; minimum ten (10) years application development and systems analysis experience required. Minimum five (5) years experience in a healthcare related field required.

Special Skills Extensive knowledge of Microsoft SQL Server, Oracle, PL/SQL, Java, .Net, HTML, ASP required. Knowledge of COBOL, HP9000, HPUX, and Sybase EDI EC Gateway preferred. Amisys Advance and/or other Claims system experience required. Must have project management skills (certification preferred) and have advanced technical knowledge with Microsoft Word, Excel, PowerPoint, and Project.

Performance Based Competencies Ability to quickly acquire in-depth knowledge of the Amisys software configuration at PHC. Strong written and oral communication skills with ability to interpret and understand technical requirements. Excellent analytical skills to troubleshoot and resolve systems problems. Able to develop procedures to automate jobs and to document extensively and clearly. Diplomatic, willing and able to provide gracious assistance to users, providers, and other constituents of PHC.

Work Environment And Physical Demands More than 50% of work time is spent at a video display terminal. May be required to bend, stoop, kneel, crawl, or work in other non-standing and non-sitting positions to install cabling, systems hardware and other related equipment.

All HealthPlan employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the Healthplan's policies and procedures as they may from time to time be updated.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.