

POSITION DESCRIPTION

POSITION TITLE:	Senior Programmer Analyst	REVISED:	January 31, 2011
JOB STATUS:	Exempt	REVIEWED BY:	_____
REPORTS TO:	Manager, Systems Development (HP)	APROVED BY:	_____

POSITION PURPOSE

To provide design, development, configuration, and documentation of the AMYSIS advance system and to provide technical and problem resolution support to the IT Department and to users. Responsibilities will include streamlining and automating manual processes to increase efficiency throughout the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains in-depth knowledge of the AMISYS advance systems from technical and user perspectives.
- Uses various resources to troubleshoot and resolve or report software system problems. Refers to technical reference documentation, works with users, receives direction from the Manager and user departments, communicates and assist configuration staff when needed.
- Analyzes configuration to be sure it is efficient in design and functionality.
- Tests, schedules and implements new releases and upgrades of software development for the AMISYS advance system.
- Tests, schedules and implements interface changes to systems when needed.
- Assists other programming staff with design and testing methodologies.
- Uses sound technical judgment and makes appropriate system decisions.
- Assist in development of policies and procedures to document new and changed elements of related operations.
- Documentation of projects and processes are required when completed.
- Expert in UNIX scripting, sql, pl/sql and other utilities within and outside of UNIX scripting.
- Must become an expert in scheduling using the existing scheduling system Active Batch.
- Must have had experience in AMISYS Advance 3.1.2 or above in all areas such as in Membership, Claims processing, Authorization / medical management, Provider, Benefits, Billing, and Finance.

POSITION TITLE: Senior Programmer Analyst (con't.)

SECONDARY DUTIES AND RESPONSIBILITIES

- Perform other assigned or needed activities required to assure success of the Systems Development (HP) team's role and to support other work of the I.T. department.
- Participates in special projects as needed.
- Performs other duties as assigned.
- Must provide and carry a cell phone and will be available on nights and weekends.
- Must be willing to be on-call to handle support problems during an assigned period of time every month which includes nights and weekends.

HIRING CRITERIA

Education and Experience Bachelor's degree in Computer Science, Business or related field; minimum four (4) years systems analysis experience. Experience in the medical information systems; or equivalent combination of education and experience.

Special Skills, Licenses and Certifications Significant knowledge of AMISYS advance, AMISYS Configuration, PC's, Windows and related applications. Knowledge of UNIX, ORACLE, Micro Focus COBOL, SQL, PL/SQL, Powerhouse, SUPRTOOL. Understanding of systems and related systems interfaces and how changes impact various other packages within the overall system. Working knowledge of Active Batch is a plus and desirable.

Performance Based Competencies Ability to quickly acquire in-depth knowledge of the Amisys advance 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 system problems. Able to develop procedures to automate jobs and to document extensively and clearly. Must be diplomatic, and 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. A good attitude in this environment is a must.
- Maintain safe practices at all times.
- 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.