

WISCONSIN COMPENSATION RATING BUREAU

Position Description

Programmer / Analyst - Intermediate

Date: April 1, 2018 **Reports To:** CIO / VP, IT

Job Title: Programmer / Analyst – Intermediate **Classification:** Exempt

Department: Information Technology

Summary

The Programmer / Analyst role is to define business requirements, design, develop, test, analyze, and maintain new and existing software applications supporting business initiatives. Intermediate level will often participate / assist in evaluating alternatives, providing cost justification for those alternatives and recommend the best alternative. They often take the lead on specific project tasks.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Participate in meeting with customers to identify scope, objectives and gather requirements for new applications and/or enhancements to existing systems.
- Participate in proposing methods for satisfying customer requirements and identify alternative methods to assist with the final application design.
- Participate in preparing cost / benefit analyses, feasibility studies, and reports as requested.
- Participate in the preparation of test plans.
- Participate in design specifications for application functions and in design specification review to ensure data integrity and accuracy of the specifications.
- Consistently write, translate, and code software programs and applications according to specifications.
- Participate in SDLC best practices which include planning, developing, testing, documenting, deploying and training.
- Participate in handling priority issues in production systems. Conduct analysis and provide solutions.
- Ensure the integrity and quality of customer reports and datasets that are distributed internally and externally.
- Lead various specific project tasks.
- Become knowledgeable in IT standards, procedures, guidelines and techniques.
- Represent Information Technology at business meetings.
- Perform other duties as assigned by management.
- Attend staff meetings.
- Maintain professional and technical knowledge by attending training courses, conferences, seminars and reading technical publications.
- Assist in training of WCRB employees, both in IT and other departments.
- Assist other team members.
- Actively participate in and contribute to mandatory coaching sessions.
- Participate in, and successfully complete, WCRB mandatory training sessions as required.
- Compliance with all Bureau policies and procedures.
- Participate in disaster recovery and business continuity for IT and WCRB.
- Able to work weekends and be on-call as required.

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Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Associate Degree in related field and have 2+ years of equivalent work experience. Bachelor's Degree a plus.
- Certifications relating to programming, design, analysis, SDLC, relational databases, project management methodologies, and project leadership, considered a plus.

Key Competencies

- Able to communicate (written, verbal, and interpersonal) effectively with both non-technical and technical staff members.
- Flexible and adaptable in learning and understanding new technologies.
- Strong written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Respectful of opinions of others.

Knowledge, Skills and Ability

- Strong working knowledge with Microsoft Office Suite products.
- Exposure working relational database concepts.
- Working knowledge in in SQL. PLSQL is considered a plus.
- Working knowledge of current programming technologies, including Visual Studio.net, C#, Asp.net, Javascript, SQL Server reporting Services and HTML.
- Ability to multi-task and prioritize work to meet deadlines.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to work both independently and in a team-oriented, collaborative environment.
- Ability to work in team setting with a diverse membership.

Supervisory Responsibility

This position has no supervisory responsibilities.

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Travel

In and/or out-of-state overnight travel, as directed.

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.

While performing the duties of this job, the employee is regularly required to sit; talk or hear; and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. On occasion, the employee may be required to stoop, bend or reach above the shoulders. The employee must occasionally lift up to 5 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This is a full-time position Monday through Friday. Core business hours are 7:45 a.m. – 4:15 p.m. Occasional nights and weekends may be required.

Work Environment

The work 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.

This position operates in a clerical, office setting. This position routinely requires use of standard office equipment such as computers, phones, calculators, photocopiers, printers and fax machines. The noise level in the work environment is usually low to moderate.

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