

# **Staff Programmer/Analyst**

## **Local Government Health Insurance Board**

### **Job Description**

#### **JOB INFORMATION**

This is a permanent full-time position with the Local Government Health Insurance Board, a state agency located in Montgomery, Alabama that administers a group health insurance program covering local governmental entities throughout the state. This is a support position responsible for analyzing user needs in order to write requirements and appropriate software applications, developing new software and evaluating and maintaining existing software.

#### **MINIMUM REQUIREMENT**

- Graduation from an accredited four-year college or university with a bachelor's degree in computer science, mathematics, engineering, or a closely related field.
- In lieu of a four-year degree, the LGHIB may consider a candidate with at least two years of equivalent work experience in programming and system analysis, and
- Strong organizational skills, ability to multi-task.
- Ability to work independently and communicate effectively within a team environment.

#### **JOB DUTIES AND RESPONSIBILITIES**

- Participates with IT staff in determining the feasibility of implementing new or enhanced computer software to meet end-user needs
- Works with management and end-users to define technical needs and recommends options and solutions
- Performs analysis, design and development of technical specifications
- Designs, codes, and maintains computer software for Client-Server and/or Web Applications
- Thoroughly tests software to ensure integrity of design and minimize programming errors
- Develops and maintains software application documentation for ease of program maintenance
- Identifies problems with software and determines appropriate solutions
- Provides end-user training and assistance with software applications
- Participates with IT staff in designing relational database specifications to meet end-user needs
- Performs other related duties as assigned

**The Local Government Health Insurance Board is an Equal Opportunity Employer.**

**Local Government Insurance Board Policy on Accepting College Coursework, Post-Secondary and Advanced**

**Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States:

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASCCIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program.

Note: This policy is subject to change.