



Data Programmer Analyst, Solutions

Department Name: Actuarial & Statistical Group

Reports To (Job Title): Manager, Actuarial & Statistical Group

Scope of Supervision/Authority: N/A

New or Existing Position: New

*If existing, date of revision:

Job Grade: K

Exempt or Non-Exempt: Exempt

POSITION SUMMARY: This position's primary responsibility is developing rules for and performing data scrubbing, cleaning, data logic and syntax checks in support of experience studies, supporting development and production activities for Life Statistical Services (LSS) operations and performing the programming for any new product initiatives. Secondary responsibilities may include analytic work for Audit Focus, and QA of Health Summary Reports. Ability to use MS SQL2008 is critical to this position's successful performance.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Education: Undergraduate degree in mathematics, computer science, or related field.
- Experience: 3 -5 years experience programming analytical data applications within a collaborative team environment. Prior experience with ETL tools and SQL are required.
- Skills: Proficient in the use of SQL Server 2005/2008, SQL Reporting Tools, and the use of Microsoft Office applications (Word, Excel, and Access). SQL database design and development skills, data warehouse/datamart skills, SSIS, SSAS, SSRS, ETL tools
- Certifications: Within 24 months of starting this position, the incumbent will be expected to achieve one Microsoft SQL Server 2008 Designation (Implementation and Maintenance or Database Development).

GENERAL DUTIES AND RESPONSIBILITIES:

(This is a representative list of the general duties the position may be asked to perform, and is not intended to be all-inclusive)

- The primary responsibility will be to independently develop SQL code and processes in support of cleansing, performing logic and syntax checks, and standardizing data submitted from various sources. Programming will be required to complete these functions.
- Appropriately document procedures in support of projects as assigned.
- Work on multiple projects at the same time.
- Ability to take computer code previously written and use or modify to meet the current project objectives.
- Proactively participates in skills growth path to promote achievement of corporate goals as recommended by the Department Manager.
- Interacts with Database Programmers, Analysts, Actuaries, and Developers to gather requirement and develop software applications for data analysis.
- Participates in the evaluation, construction and transition into production of software.
- Migrate software applications done in SAS and the legacy environment to SQL Server based applications.
- Complies with all applicable corporate and departmental software policies, standards, and practices including all standards relating to Security and Disaster Recovery.
- Execute programs and procedures to generate standardized and Ad-hoc analyses

TIME ALLOCATION:

Ex. 25%: Administration

- 50% - develop coding procedures in support of data scrubbing for assigned projects

- 20% - analytical support for new or ad-hoc projects
- 20% - develop, QA, test analytical programming
- 10% - develop and maintain documentation

This job description does not include a comprehensive list of all duties the associate may be asked to perform in the course of the business day or may be assigned as part of the position. Other duties may be assigned as appropriate based on MIB business needs.

I acknowledge receipt of this job description.

Associate Signature: _____ Date: _____

Supervisor: _____ Date: _____

HR Signature: _____ Date _____

4/27/12