**POSITION DESCRIPTION (Duties and Responsibilities):**

* The main emphasis of the position will be on developing, modifying and documenting web based programs/sub programs that link current clients to HRMSD, as well as to modify existing programs/sub programs and processes based on new policies and procedures.
* Work with business process owners (HRMSD clients) and work assignment managers (HRMSD supervisors and managers) to analyze assigned tasks and activities associated with each development or modification request.
* Next, familiarize oneself to HRMSD’s change and development methodologies
* Develop, modify, revise programs/sub programs and process with team understanding and consensus, creating easy to understand documentation and useful diagrams as needed.
* Identify opportunities and recommend improvements for more efficient processes, and the agreed upon modification of current processes.

**KNOWLEDGE AND SKILLS REQUIRED:**

* PHP
* ColdFusion
* Oracle/Oracle
* UNIX/LINUX server
* Windows 7
* Experience in analyzing, designing, debugging, testing, modifying programs/sub programs
* Developing data flow and logic diagrams
* Manage data and security procedures
* Ability to work in team-oriented environment with minimal assistance
* Excellent interpersonal and communication skills

**KNOWLEDGE AND SKILLS DESIRED:**

* OBIEE helpful (as the IBC has replaced the web mining tool Hyperion with OBIEE in 2017)
* SQL/MySQL r helpful
* Proven analytical skills
* Strong customer service orientation
* Knowledge of other relevant business process standards
* Excellent open and proactive written and oral communication skills

**Education (Minimum Requirements):**

* Bachelor’s Degree and 6 years of experience