



Job Description

Job Title: UHP&C Programmer Trainee	
FLSA Status: Exempt	Department: Information Technology
Last Revision Date: 04/07/2010	Reports to: Senior VP, IT

Summary

Under direct supervision of a manager or analyst, computer programmer trainees write, test and maintain the detailed analytical process instructions which are used by computers to perform various automated functions.

Primary Responsibilities

- With Manager/Supervisor guidance, interprets program design specifications or work related functions into program source code using various computer languages and development environments.
- Responsible for testing developed written code for errors and functionality.
- Creates a usable and functioning program application including the creation of technical documentation and user procedure documents that detail the purpose of the application and its operation.
- Effectively communicates with the eventual program users to develop, test, and modify applications to meet the end user requirements.
- Produce written documentation and on occasion provide training for the applications purchased or developed.

Additional Responsibilities

- Acquire an understanding of United Heritage Insurance business processes and products.
- Also, perform all other duties as assigned

Knowledge and Skill Requirements

- Bachelors' Degree or equivalent from a four-year college or technical school in a computer related field.
- Ability to logically think through a process in a step-by-step approach in order to interpret the process into computer instructions and mentally visualize the steps of the process from beginning to end.
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- Required knowledge of SQL, Java Script and HTML languages.
- Ability to write computer applications using modern languages such as: C++, C#, Visual Basic .NET, Java, and write applications using development tools, such as: Computer Associates Plex, Eclipse, or Microsoft Visual Studio .Net.
- Familiarity with computer operating systems such as current Microsoft Windows versions.
- Must be familiar with various commercially available software packages that perform tasks such as: word processing, charting, spreadsheets, email, web browsing, system file transfers, program code editors, and relational database systems.
- Must have a solid understanding of the internet and its uses, and must be able to use the internet to research and find solutions to programming challenges.
- Must have sufficient communication skills, both written and verbal, be able to communicate with software users, management, and IT staff members regarding project design, goals, and deadlines.

Working Conditions

- Full time 37.25 hours, indoors, environmentally controlled, contact with others, deal with external customers, spend time sitting, importance on being exact or accurate.
- Ability to exert up to 30 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Other physical activities include stooping, talking, hearing, and performing repetitive motions.
- Visual activity requirements include color, depth perception, and field of vision necessary to prepare and analyze data and figures, additional physical and intellectual activities include ability to operate a personal computer using both a keyboard and a pointing device, such as a mouse, required to conduct extensive reading.