



**Position Description**

**Job Title: Programmer Analyst**

**Salary Band: Exempt 4**

**Reports To: Director of Data Analysis**

**Hours per Week:**  
Full Time

**Supervises: NA**

**Position Overview:**

Creates desk top and web-based applications and database structures to support MHQP operations and research.

**Essential Job Responsibilities:**

- ◆ Designs, implements, maintains and analyzes relational databases
- ◆ Creates analytic and reporting applications for internal use from web-based and desktop databases
- ◆ Provides analysis and reporting support to other MHQP staff
- ◆ Maintains and further develops websites for internal use and partner (physician group) use
- ◆ Maintains and updates company public website

**Required Skills, Knowledge, Must Haves and Experience:**

- ◆ 3-5 years of technical experience
- ◆ Experience in healthcare desired
- ◆ Proficient in MS Office, especially MS Access
- ◆ Programming expertise in MySQL and/or SQL Server, Visual Basic, VBA, ASP

**Education:**

- ◆ BA, BS with concentration in Information Technology desired

**Other requirements, skills, capabilities:**

- ◆ Must be able to communicate effectively with internal staff and occasionally with physician groups.
- ◆ Self starter - must be able to prioritize, work autonomously and resolve issues by seeking the appropriate resources when needed.