APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

http://Oneida-nsn.gov

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

ONEIDA

A good mind. A good heart. A strong fire.

OPEN TO ALL APPLICANTS

POSITION TITLE:	Programmer Analyst
POSITION NUMBER:	03193 (OCHC)
DEPARTMENT:	MIS – Application Services
LOCATION:	Varies
DIVISION:	General Manager
RESPONSIBLE TO:	Supervisor Health Information Systems
SALARY:	E05 $45,961/Annually (NEGOTIABLE)
CLASSIFICATION:	Exempt
POSTING DATE:	January 5, 2022
CLOSING DATE:	Until Filled
Transfer Deadline:	January 12, 2022
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This is a programming position within an advancing Healthcare environment. The incumbent will provide system design and analysis, program code generation, testing system documentation and user training as required. The primary focus of this position will be to develop new automated systems and maintenance of existing software. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Develop, test, analyze and maintain software applications to support and achieve business requirements.
2. Interact with customers for the purpose of providing effective computer software solutions, problem resolution, service and support.
3. Participate as a member of a project team and/or work independently on programming projects.
4. Provide initial and/or follow-up user training with respect to system function and usage.
5. Provide and/or assist in system design which includes user interviews, needs assessment and coordinating with existing systems.
6. Develop and maintain user and programmer documentation.
7. Evaluate new software products to support user and/or programmer activities.
8. Assist in problem determination and resolution support for installed systems.
9. Assist in the development of system standards and Department Standard Operating Procedures.
10. Attend additional training as needed/required.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
13. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands and arms; and talk and hear. Occasionally stand, stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:
1. Strong written, oral, and interpersonal communication skills.
2. Hands-on experience developing test cases and test plans.
3. Skill organizing and presenting data to end users.
4. Skill with office applications in a business or classroom environment.
5. Ability to work independently or as a member of a team.
6. Ability to provide user training.
7. Ability to communicate effectively with the user community on a non-technical level while still being able to translate user goals into automated processes.
8. Ability to develop and maintain professional relationships.
9. Ability to successfully cope with challenging conditions and situations.
10. Must adhere to strict confidentiality in all matters. (Must sign a confidentiality statement prior to employment.)
11. Must be willing and able to obtain additional education and training.
12. Employees are required to have proof of immunity or dates of 2 doses of MMR and Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
13. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within 30 days of employment and annually thereafter.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

PREFERRED QUALIFICATIONS:
Applicants please clearly state on the application/resume if you meet these qualifications.
1. Exposure to programming in SQL.
2. Exposure to Client Server development tools including JAVA, C++, Visual Basic, .net HTML.
3. Experience in EMR, VFE, Crystal reports, Surescripts DM, ACM, or Patient Portal.
4. Experience in Project Management.

MINIMUM QUALIFICATIONS:
Applicants please clearly state how you meet these qualifications on the application/resume.
1. Associate Degree in Computer Science or a related degree from an accredited college or university.
2. Two (2) years of experience in programming, analysis and design in a business environment using a formal development methodology; an equivalent combination of education and experience maybe considered.

ITEMS TO BE SUBMITTED:
1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. Samples of Programming code if available.
3. Samples of system design and methodology used if available.