

HCC Insurance Holdings, Inc. Job Description

Programmer Analyst HCC Surety Group

Job Title: Programmer Analyst

California Job Code:

Position Reports To: Applications Manager

Position Summary:

Responsible for developing, modifying and enhancing our Global Surety Application and/or HCC Surety Online systems and will be based out of our downtown Los Angeles office.

Key Responsibilities:

Relying on experience and judgment, the Programmer Analyst is responsible for accomplishing the following assignments. These assignments are broad in nature and work can be difficult.

- Consult with business users to identify current business operating procedures and to clarify program objectives.
- Document business user processes and create specifications for coding systems or programs including the data sources to be utilized.
- Design, code, test, debug, document, and maintain those programs throughout the product life cycle.
- Review, analyze, and modify programming systems by encoding, testing, debugging, and installing systems and programs which support an organization's business processes.
- May create moderately complex reports to support business users and management requests.
- Integrate programs with other systems in the organization.

Planning

- Develop work plans, establish timelines, and set goals for assigned work.
- Meet commitments on deadlines.

Communication

- Review activities, results, and recommendations with management and clients as appropriate.

Cost Management

- Drive improvement in existing business processes.
- Perform work thoroughly in a cost efficient manner and at a high productivity level.

Business Controls and Policies

- Comply with all corporate policies and procedures.
- Report any breakdown in controls to management.
- Conduct all activities in a safe manner.

People Management

- No people management responsibility

Position Knowledge, Skills, and Requirements:

Education

- Bachelor's degree in Computer Science, Information Systems, Math, Engineering or a related field or the equivalent education and/or experience

Experience

- Minimum of two years of relevant and progressive professional experience in C#/ASP.NET
- Proficient in SQL Server
- Experience with Test Driven Development (TDD)
- Experience with Continuous Integration
- Experience with Windows Communication Foundation (WCF) services
- Exposure to electronic payment gateways
- Exposure to digital signature technologies

Other

- Possess and have ability to apply broad knowledge of principles, practices, and procedures
- Excellent written and verbal communications skills with an emphasis on confidentiality, tact, and diplomacy
- Exceptional organizational and analytical skills; demonstrated ability to manage multiple tasks simultaneously
- Knowledgeable of industry changes, legal updates and technical developments related to applicable area of the Company's business to proactively respond to changing business environment
- Intermediate proficiency and experience using Microsoft Office Package (Excel, Access, PowerPoint, Word)

Working Conditions and Physical Demands:

- Overtime hours may be required to fulfill job responsibilities
- May require travel outside normal work location
- May require a valid driver's license
- May be required to stoop, bend, or sit for extended periods of time
- May be required to lift up to 10 pounds
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices
- Close vision and ability to adjust focus; required to read a computer screen

Note: This document is intended to describe the general nature and level of work being performed, and is not to be construed as an exhaustive list of all responsibilities, duties and skills required for the job. Please note that the Company will not pay for any moving or relocation costs associated with a change in location.