

---

## Plexis Healthcare Systems, Inc.

---

### POSITION DESCRIPTION

POSITION TITLE: Software Designer/Business Systems Analyst  
DEPARTMENT: Engineering – Level I – III  
CLASSIFICATION: Full Time/Exempt Status APPROVED BY: Paula Weldon

---

### REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager of Business Analysts and/or Software Designers  
POSITIONS SUPERVISED: May lead, direct and supervise the work of others

---

### POSITION PURPOSE

This position is responsible for providing software requirements and designs to improve and expand Plexis' existing and future software products; supervise other software designers and review work products for appropriateness, completeness, and quality.

---

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

The Software Designer/Systems Business Analyst relies on experience and judgment to plan and accomplish goals. This position performs a variety of complicated tasks and a wide degree of creativity and latitude expected.

- Develop and maintain a deep understanding of Plexis products.
  - Develop and maintain a broad knowledge of claims processing industry practices and trends.
  - Analyze requests for product features and enhancements and write Requirements and Specifications for them
  - Communicate with clients to refine requirements.
  - Create and document software designs that fulfill the Requirement Specifications
  - Collaborate with others who also create software designs
  - Review software designs and Implementation Specifications for usability, completeness, quality, and technical accuracy.
  - Serve as owner of Implementation Specifications.
  - Work with Technical Writing, as needed, to insure that documentation accurately describes product functionality.
  - Work with Training, as needed, to insure that Plexis staff and client training accurately reflects product functionality.
-

## DEVELOPMENTAL FOCUS:

### Software Designer/Systems Business Analyst I

- Level 1-2 Foundation skills
- Solid functional area knowledge (level 1-2)
- Basic IT and Healthcare knowledge
- Other PEDACS requirements may apply

### Software Designer/Systems Business Analyst II

- Level 2-3 Foundation skills
- Solid functional area knowledge (level 2-3)
- Solid IT and Healthcare knowledge
- Other PEDACS requirements may apply

### Software Designer/Systems Business Analyst III

- Level 2-3 Foundation skills
- Solid functional area knowledge (advanced if pursuing technical track) (level 2-3)
- Solid IT and Healthcare knowledge
- Developing project or department management skills (level 0-1)
- Other PEDACS requirements may apply

## PERFORMANCE MEASUREMENTS:

### Applies to Software Designer/Systems Business Analyst at all levels:

- Appropriate knowledge of Plexis products and tools for level.
- Initiative to seek out and learn essential information for position (Plexis products, design procedures and policies at Plexis, and design tools)
- Self-starter and independent worker
- Timely and consistent response/turn around of requirement documentation (when needed) and functional design specifications
- Quality documentation that can be turned over to the development team for development
- Professional business communications (verbal, written and professional appearance)
- Conflict resolution
- Multi-tasking and successfully prioritizing daily duties with special projects
- Client/Customer/Staff satisfaction
- Demonstrates positive attitude toward company products and employees
- Promotes cooperative behavior and team efforts
- Maintain regular attendance for normally scheduled hours

---

## QUALIFICATIONS

- 3 + years of experience in the development and implementation of Client Server & Windows based applications
- 1 + Years of Healthcare Related Experience (preferred but not required)
- Advanced knowledge with large scale development of enterprise solutions
- Experience with Object Oriented Analysis and Design as well as Object Oriented Design Patterns•
- Experience with software systems analysis, design, development and testing
- Experience creating technical documentation
- Experience creating UML and implementing Object Oriented Design

- Experience with reverse engineering and refactoring of systems
- Experience as an end user or has previously worked with end users of business applications, preferably in Healthcare Claims Processing (preferred but not required)
- Experience with gathering requirements
- Knowledge of SQL Server tools (Management Studio, Configuration Manager, SQL Server Integration Services)
- Knowledge of database design, writing queries, triggers and stored procedures on SQL Server
- Deadline driven accountability
- Excellent communication, self-management and team management skills

## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- Logical thinker (agile mind and ability to grasp concepts quickly).
- Ability to effectively communicate a solution and/or approach to team members and clients.
- Ability to understand user interface.
- Ability to act as team lead by demonstrating diplomacy and flexibility while coordinating the team's efforts.
- Ability to work as a team player as well as independently.
- Ability to work with a high level of professionalism and be self motivated.
- Ability to nurture clients through the requirements process
- Ability to find and research information independently through available resources
- Ability to communicate concepts, UI layout, rules, and processes verbally and in writing.
- Ability to find creative solutions and to "think outside the box".
- Capacity to communicate effectively in person, via telephone, and through written documentation in a manner that can be understood by the intended audience.
- Willingness and ability to maintain regular attendance for normally scheduled hours and to work overtime and weekends as needed.
- Willingness and ability to travel up to 20% of time if necessary.

---

## WORKING CONDITIONS

Ability to tolerate, use, work with, in, or under:

- Florescent lighting
- Recycled air
- VDTs
- Semi-enclosed areas
- Central heating and air conditioning
- Office noise

The key physical requirements for this position include the ability to move freely through an office environment; use of standard office equipment including PCs, Fax Copiers and Phone Systems. Auto and possible Air travel to client locations may be required.

---

## INTENT AND FUNCTION OF JOB DESCRIPTION

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal systems and related promotion, transfer,*

layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

---

\_\_\_\_\_  
Sign:

\_\_\_\_\_  
Date: