



JOB TITLE:	Programmer Analyst II	DATE:	01.24.06
DIVISION:	Mequon	REPORTS TO:	IT Manager
DEPARTMENT:	Technology Services	GRADE:	11
		FLSA:	Exempt

JOB SUMMARY:

Independently performs advanced-level support of Doral Dental proprietary applications. Responsible for application design/analysis, developing project plans, coding, testing, documenting all code, and maintaining and upgrading existing applications.

JOB DUTIES AND RESPONSIBILITIES:

- Perform intermediate-level application design, implementation and maintenance activities, under minimal direction
- Consult on policies, standards, procedures and guidelines necessary to effectively administer application development
- Create and implement application security policies and procedures
- Develop, test and administer application backup and recovery procedures
- Organize application development software and license inventory, proposing purchases and upgrades as necessary
- Manage application vulnerabilities, including intruder detection and system auditing
- Perform analysis and corrective programming to resolve application system problems
- Maintain proficiency in analytical and programming techniques and languages
- Adapt to the use of new software and programming techniques as they are acquired or adopted by Doral Dental
- Document and maintain application requirements and technical specifications
- Consult with users to refine development projects as needed
- Evaluate performance of systems and investigate alternatives for systems improvements
- Perform special analysis or assignments as requested by management

JOB REQUIREMENTS:

- Bachelors Degree in Computer Science, Business, MIS, or commensurate professional experience
- 3-5 years experience in Application Development and Support, with a proven record of consistent quality performance desired
- Proficiency in the following technical concepts necessary
 - Windows Server 2000 and/or Windows Server 2003 environment
 - SQL Server
 - MS Access development
 - MS FrontPage development
 - Microsoft Office (Word, Excel, PowerPoint, Project, Outlook)
 - Knowledge of object-oriented programming languages including any of the following: MS .Net Architecture, C++, Visual Basic, HTML, Java Script and/or Transact SQL program languages
- Ability to communicate complex technical issues in writing and verbally to a diverse audience
- Ability to work well with end users of varying skill levels
- Ability to multi-task and prioritize to balance workloads in a dynamic environment



- Desire and aptitude to cross over into support of other technical functions within the organization
- Professional IT experience within the healthcare industry is desirable

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Position is based on-site at our Mequon, Wisconsin location
- Position requires 24x7 on call application support on a rotating basis
- Requires remote access capabilities
- Requires the effective use of all office equipment including, but not limited to, telephone, computers, printers, and fax machines
- The MIS area is located in a wheelchair accessible building. The office environment is active with high voice levels and interruptions that may challenge hearing and concentration.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform this position.

*** In accordance with DentaQuest's Compliance Plan, employee must conduct DQV business in accordance with applicable laws, regulations, professional standards and ethical standards and report potential compliance or ethical issues to manager or DQV's Compliance Officer. ***

DentaQuest's Affirmative Action Program affirms our commitment to make reasonable accommodation to the known physical or mental limitation of otherwise-qualified individuals with disabilities or special disabled veterans, unless the accommodation would impose an undue hardship on the operation of our business. Please see Human Resources for additional information regarding this Program.