SENIOR PROGRAMMER ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position involving responsibility for the development and modification of new programs for use through the Data Processing Center. Employees in this class analyze business procedures and problems to refine data in order to convert into programmable form for data processing. Data gathering involves investigative research conducted at user departments. The work is performed under the direct supervision of the Project Coordinator. Direct supervision is exercised over project teams composed of Programmer Analysts, Programmers, and other data processing staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Confers with user departments to ascertain specific output requirements such as format of reports, degree of data summarization, methods of data transferal between user departments and the data processing unit;

Analyzes data in order to develop and modify programs;

Designs, develops and tests program forms, and systems logic;

Specifies logic to user departments for mathematical operations to be performed in order to implement new systems;

Provides technical assistance and direction to project staff;

Assists programmers and analysts in overall system design and programming techniques;

Evaluates operational systems; recommends improvements and modifications;

Develops systems testing and conversion plans;

Coordinates creation of test data and testing of coded programs to validate accuracy;

Analyzes program specifications for completeness and conformance to standards;

Consults with user departments in all phases of system development;

Codes and prepares programs for computer operations;

Applies current technology to problem solution.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of computer systems and all related equipment; thorough knowledge of systems design and development; good knowledge of user departments'

needs and capabilities; good knowledge of office procedures; good knowledge of program coding; good oral and written communication skills; ability to gather pertinent information; ability to analyze data for the purposes of program design; ability to design, develop and test new systems programs; ability to devise and outline clear procedures for new systems; ability to establish and maintain effective professional relationships with others; ability to discern and devise improvements to existing systems; initiative; innovation; thoroughness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A)   Graduation from a regionally accredited or New York State registered   college   or university with an Associate's degree in a computer science field, plus four (4) years of paid   full-time or its part-time equivalent experience (co-op is acceptable) as a computer programmer, systems analyst or   computer operator, three (3) years of which shall have been in programming; OR,

(B)   Graduation from a regionally accredited or New York State registered   college   or university with a Bachelor's degree in a computer science field plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above, two (2) years of which shall have been in programming; OR,

(C)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years of paid full-time or its part-time equivalent experience (co-op is acceptable) as a computer programmer, systems analyst or computer operator, two (2) years of which shall have been in programming for a fourth generation mainframe computer; OR,

(D)   An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES
Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 3, 1981
REVISED: January 7, 1988