PROGRAMMER ANALYST

Code No.: 4-18-196
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for the gathering and analysis of information for developing and modifying data processing systems.   Employees in this class design and specify systems and methods for installing them, guide their installation, and are responsible for developing accurate and effective computer programs.   Data gathering involves investigative research conducted at user departments. Employees analyze business procedures and problems to refine data in order to convert into programmable form for data processing.   Work is performed under the direct supervision of a higher-level staff member within systems and programming. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position.   Other related activities may be performed although not listed.)

Defines requirements for analytical studies;

Documents current systems operations;

Works with user department in all phases of system design;

Applies current technology to solution of problems;

Prepares specifications for system improvements;

Analyzes program specifications for completeness and conformance to standards;

Maintains current knowledge of ANSI COBOL, coding methods, and operating requirements;

Prepares test data and tests coded programs to validate accuracy;

Documents programs according to installation standards;

Fulfills administrative reporting requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILTIES AND PERSONAL CHARACTERISTICS: Good knowledge of computers and all related equipment; good knowledge of systems design and development; good knowledge in the use of program compliers and operating systems; 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 purpose of program design; ability to test new system programs; ability to establish and maintain effective professional relationships with others; ability to discern and devise improvements to existing systems; initiative; thoroughness; innovation; 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 three (3) years of paid full-time or its part-time equivalent experience (co-op is acceptable) as a computer programmer, systems analyst, or computer operator on a fourth generation mainframe computer, two (2) 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 two (2) years of paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year 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 three (3) 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)   Any 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.

REVISED: January 31, 1974
REVISED: September 3, 1981
REVISED: December 16, 1987