PROGRAMMER ANALYST TRAINEE

Code No.: 9-30-101

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level technical position in which the incumbent receives on-the-job training in the computer services field. Upon successful completion of the two (2) year traineeship the incumbent is promoted to the title of Programmer Analyst without further examination. The responsibilities of this class involve assisting in the maintenance and revision of data processing operational systems and programs. The incumbents also generate new programs, analyze business procedure needs and problems of user departments and refine this data for conversion into programmable form. The work is performed under the general supervision of senior staff members. Supervision is not a responsibility of this class. 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.)

Assists in the maintenance and revision of operational systems or programs;

Generates new programs;

Defines and evaluates procedures for the generation, modification, or adaption of operational systems and programs to the needs of the
user;

Documents and flowcharts changes in systems and programs and the logic of new programs;

Adjusts, rewrites, and creates printer and record layouts for systems and programs to be changed or for new programs;

Codes changes in programs in applications languages as used by the employer;

Creates data to test changes in programs or to test new programs;

Writes and modifies instructions for computer running of the programs.

<u>FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL</u>
<u>CHARACTERISTICS</u>: Good knowledge of computers and all related
equipment; good knowledge of systems design and development; good
knowledge of programming techniques; working knowledge of office
practices and accounting procedures; ability to think logically
and in terms of computer methodology; ability to generate accurate
and
effective computer programs; ability to assist in the maintenance
and revision of operational systems and/or programs; ability to
analyze data for the purpose of program design; ability to prepare
flowcharts; ability to communicate effectively both orally and in
writing; ability to establish and maintain effective professional
relationships; accuracy; thoroughness; physical condition
commensurate with the demands of the position.

<u>MINIMUM QUALIFICATIONS</u>: 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 one (1) year of paid
    full-time or its part-time equivalent experience (co-op is
    acceptable) as a computer programmer, or a computer operator
    on a fourth generation mainframe computer; OR,

(B) Graduation from a regionally accredited or New York State
    registered college with a Bachelor's degree in a Computer
Science field, which shall have included a minimum of fifteen (15)
credit hours in programming languages; OR,

(C) Graduation from a regionally accredited or New York State
    registered college or university with a Bachelor's degree,
    plus one (1) year of experience as defined in (A) above; OR,

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

ADOPTED: March 30, 1989

FORMERLY: Junior Programmer Analyst