

## **COMPUTER PROGRAMMER/ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for preparing detailed specifications of system scope and objectives and writes programs for the application of data processing for administrative, financial and statistical operations. The degree of emphasis on programming or programming analysis may vary based upon the location of the position or the needs of the organization, however, the incumbent is expected to be proficient in each area. The work is performed under the general supervision of higher level staff. Although regular supervision is not a responsibility of the position, incumbents may lead the activities of other data processing staff on a project. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Designs and codes computer programs, documentation forms, flow charts and diagrams to adapt business or statistical operations to electronic data processing;  
Prepares test data, performs testing, modifies, revises and makes corrections to the programs;  
Debugs computer programs to assure completion according to pre-determined requirements;  
May interface with the users to ascertain the nature of projects, the form of source information and form of results required;  
Prepares input and output layouts, flow charts and diagrams for the problem solution;  
Consults with supervisor or other higher level employee and reports problems and deviations affecting work load and scheduling.  
Interviews employees, supervisory and administrative staff to collect information for analysis;  
Describes current procedures according to work flow, sequence and results desired;  
Prepares detailed program specifications of input, processing and output;  
Analyzes software provided by outside agencies or vendors to determine their suitability;  
May supervise project personnel as required;  
May develop requests for proposals as a step in project.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of computer programming operations, organization structure, work flow charting and analysis; Good knowledge of electronic computer programming principles, techniques and concepts;  
Good knowledge of current computer language and operating system;  
Good knowledge of the application of electronic data processing equipment to administrative, financial and statistical problems;  
Good knowledge of office terminology and procedures;  
Good knowledge of current technology involved in programming and

program analysis;  
Ability to follow moderately complex oral and written instructions;  
Ability to learn new computer languages;  
Ability to maintain good relationships with other sections of the office and with user departments;  
Initiative;  
Good judgment;  
Resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in computer programming, computer science, or closely related field, and one (1) year of experience in systems analysis and programming; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in computer programming, computer science, computer information services or closely related field, and three (3) years of experience as defined in A); OR
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in A); OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C).

**SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five years.**

**"BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer."

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COMPETITIVE