COMPUTER PROGRAMMER/ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing detailed instructions to adapt various operations to electronic date processing. The Computer Programmer/ Analyst develops individual programs, documents program logic, codes programs using program languages and tests and debugs programs. The position may also involve operation, monitoring and control of a computer and related peripheral equipment and responsibility for overall systems specifications and design. The work is performed under general direction with considerable leeway for exercising independent judgement in planning and carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Analyzes the flow of information between the data center and the various units participating in the data processing system; Designs detailed programs, forms, flow charts and diagrams to adapt financial, statistical and informational operations to electronic data processing; Prepares sample test data, performs actual testing and makes modifications, revisions and corrections to programs; Debugs new programs to assure completion according to predetermined requirements; Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical, financial and various informational reports; Performs detailed systems analysis and surveys of problems related to the users various reports; Prepares input and output memory layouts and block diagrams to show sequence of computations for problems solution on computer and related peripheral equipment; May be required to train data processing employees and/or users; Consults with superiors and reports problems and deviations affecting work load and scheduling; Analyzes problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and format of final output; Prepares reports on results of surveys and systems analysis and suggests application to data processing equipment.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of electronic computer programming principles, techniques and concepts; Good knowledge of on-line data base management, compiler use, job control, direct access techniques, and remote accessing; Good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; Good knowledge of office terminology and procedures; Working knowledge of care and adjustment of electronic computer and related peripheral data processing equipment operation; Working knowledge of systems analysis applicable to computer programming; Ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; Ability to follow moderately complex oral and written instructions; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A. (1) Graduation from a regionally accredited or New York State registered four year college with a bachelor's degree in electronic data processing and (2) one year of fulltime paid experience as a programmer/analyst; OR

B. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in applied science in electronic data processing and (2) five years of full time paid experience as a programmer, one year of which must have been as a programmer/analyst; OR

C. (1) Completion of at least two years (60 semester credit hours) at a regionally accredited or New York State registered college or university which shall have included 15 credit hours in electronic data processing courses and (2) five years full time paid experience as a programmer, one year of which must have been as a programmer/analyst; OR

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

Adopted 9/14/87