

Civil Division: Schools, Mohawk Valley Water Authority
Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 11/09/05

COMPUTER PROGRAMMER ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Employees in this position are responsible for preparing detailed instructions in order to adapt various fiscal and administrative problems and operations to data processing. An incumbent develops individual programs, documents program logic, codes programs using program languages, revises existing purchased software, and tests and debugs programs. The position also involves operation, monitoring and control of a computer and related peripheral equipment. The work is performed under the general supervision of either a Senior Computer Programmer Analyst or other higher ranking employee, with leeway allowed for the exercise of independent judgment in carrying out assigned duties. Supervision may be exercised over the work of subordinate data entry and clerical employees. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Designs detailed programs, forms, flow charts, and diagrams to adapt business or statistical operations to data processing;
Performs detailed systems analysis and surveys of problems related to financial and statistical records and reports;
Confers with officials to ascertain the nature of projects, the form of source information and form of results required;
Prepares input and output memory layouts and block diagrams to show sequence of computations for problem solution on computer and related peripheral equipment;
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;
Consults with superiors and reports problems and deviations affecting workload and scheduling;
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;
Prepares reports on results of surveys and systems analysis and suggests application to data processing equipment;
Generates data base management systems and allocates data sets;
Periodically evaluates equipment requirements and analyzes capability in relation to user department requests.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of computer programming principles, techniques and concepts; good knowledge of mainframe, mini- or micro-computers and related peripheral equipment operation; good knowledge of systems analysis applicable to computer programming; good knowledge of the application of computer equipment to accounting and statistical problems; good knowledge of office terminology and procedures; working knowledge of design of software systems; ability to translate and adapt administrative and financial data and terminology to computer analysis and data processing operations; ability to install and use purchased operating, financial, and data base management systems and utility software; ability to follow complex oral and written instructions.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in computer science, data processing or a closely related field **AND** two (2) years of experience as a computer programmer; which shall have involved systems analysis and installation, maintenance and use of operating, data base management, financial, and utility software; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, data processing, or a closely related field **AND** four (4) years of experience, as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience, as described in (A) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 1990's
Revised: 07/01/93, 08/19/93, 06/23/95, 06/03/97, 11/09/05