

Civil Division: Oneida County Government, Schools,
Mohawk Valley Water Authority
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 05/04/16

SENIOR COMPUTER PROGRAMMER ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for planning and supervising the analysis, organization, and preparation of detailed programmed instructions for computer systems involving a variety of financial and statistical data. The work involves the study of problems, systems analysis, flow of information and adaptation and acceptable out-put information from the computer. The work is carried out in accordance with established procedures, with leeway for determining the order in which tasks will be performed and the exercise of professional judgment. The position is distinguished from Computer Programmer by the greater complexity of assignments and/or supervisory responsibility. Work is performed under the general direction of the Department Director or a higher-level employee, with leeway allowed in planning and writing programs for adaptation. Supervision is exercised over the work of Computer Programmer-Analysts and other subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and designs detailed programs, documentation forms, flow charts, and diagrams to adapt business or statistical type operations for use on various computer platforms;
Designs logic sequences for individual programs or program sequences;
Analyzes the flow of information between the data center and the various units participating in the data processing system, and designs programs accordingly;
Supervises and performs detailed systems analysis and surveys on programs related to financial and statistical records and reports;
Analyzes data and provides cost estimates for data processing activities;
Oversees the preparation of sample test data, performs actual testing, and modifies, revises, and corrects programs on-line;
Supervises and debugs new programs to assure completion according to predetermined requirements;
Selects program languages, sub-routines, and other programming aids;
Confers with superiors and officials to ascertain the nature of projects, the forms of source information, and results required;
Oversees and prepares detailed program documentation including flow charts, coding sheets, operation instructions, and related peripheral equipment use;
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 of data processing equipment;
Operates computer systems and related peripheral equipment as required;
Develops methods for converting work elements into data suitable for computer input;
Designs complete programs for the accomplishment of departmental needs;
Confers with data gatherers, processors, and consumers at all levels to improve systems;
Develops systems applications by which subordinate data processing personnel will follow to provide service to user departments;

continued...

TYPICAL WORK ACTIVITIES: (continued)

- Trains operating personnel in preparation and application of data for the computer and related peripheral equipment;
- Reviews project schedules with data processing and user departmental personnel to ensure time frames are appropriate and can be met;
- Aides in planning and installing a program involving the centralization of data processing equipment for optimum usage and to provide service to user departments;
- Maintains working relationship with computer services vendors;
- Monitors and modifies existing system applications to improve performance and satisfy new requirements by conferring with system users about problems and needs and by observing system performance;
- Troubleshoots equipment problems to ensure employee access to computer system by analyzing the problems, effecting the solution, or contacting the appropriate vendor for repairs;
- Periodically evaluates equipment requirements and analyzes capabilities in relation to user department requests;
- Designs and purchases customized forms for users;
- May coordinate use of center work areas, facilities and supplies acquisition and organization for the department;
- May travel to outlying department service areas to troubleshoot and/or maintain department computers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of computer programming principles, techniques and concepts; thorough knowledge of computer systems and related peripheral equipment; thorough knowledge of systems analysis applicable to computer programming; thorough knowledge of the application of computer equipment to accounting and statistical problems; good knowledge of design of software systems; good knowledge of office terminology and procedures; ability to translate and adapt administrative and financial data and terminology to computer analysis; ability to install and use purchased operating, financial, and data base management systems and utility software; ability to translate and adapt administrative and financial data and terminology to computer analysis and data processing operations; ability to plan and supervise the work of others; ability to follow complex oral and written instructions.

continued...

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** four (4) 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** six (6) years of experience, as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience, as described in (A) above.

- NOTES:**
- 1. Thirty (30) graduate credit hours in computer science, data processing or closely related field may be substituted for one (1) year of the required experience.
 - 2. Verifiable part-time and/ or volunteer experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Adopted: 08/29/81

Revised: 06/16/95, 06/23/95, 06/03/97, 07/14/2008, 05/04/16