

Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 09/14/2018

COMPUTER PROGRAMMER ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Employees in this position are responsible for preparing individual reports, programs, or custom queries using programming languages or structured query languages, based upon gathering of requirements and needs analysis from officials. Incumbent will test and debug existing reports, programs, or queries to update functionality based on feedback from officials. 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, reports, or queries based on specifications;
Queries data stored in operating, financial, administrative, utility or data base management systems and software;
Confers with officials to ascertain the nature of projects, the form of source information and form of results required;
Analyzes requested programs, reports, or queries, and provide feedback to officials on feasibility of requested materials;
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, reports, or queries;
Debugs new programs, reports, or queries to assure completion according to predetermined requirements;
Documents existing programs, reports, or queries based on existing functionality, including comments, change logs, or step-by-step procedures;
Analyzes problems in terms of technical feasibility, results needed by officials, and ability to support the developed solution in the long term;
Periodically evaluates systems requirements and analyzes capability in relation to user department requests.
Performs annual maintenance in operating, financial, administrative, utility or data base management systems or software as needed to maintain existing programs, reports or queries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of database structures and concepts; good knowledge of requirements gathering and project management techniques; good knowledge of computer programming principles, techniques and concepts; ability to communicate effectively with officials and comprehend needs from a technical perspective; good knowledge of office terminology and procedures; working knowledge of design of software systems; ability to program or query against purchased software such as operating, financial, administrative, utility, or data base management systems; ability to follow complex oral and written instructions.

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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 or database administrator; which shall have involved programming, querying, or use of operating, financial, administrative, utility, or data base management systems or 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: 07/01/1993; 08/19/1993; 06/23/1995; 06/03/1997; 11/09/2005; 09/14/2018