

COMPUTER PROGRAMMER/ANALYST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for reviewing and contributing to detailed specifications of system scope and objectives and implements that solution based on those specifications and objectives. 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. 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 higher-level employees and reports problems and deviations affecting workload and scheduling;
Describes current procedures according to workflow, sequence and results desired.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of computer programming operations, organization structure, workflow 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 an Associate's degree and one (1) year of experience in systems analysis and/or programming; OR
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in systems analysis and/or programming; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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COMPETITIVE