<u>COMPUTER PROGRAMMER/ANALYST</u>

<u>**DISTINGUISHING FEATURES OF THE CLASS:**</u>   The work involves learning and the use of the computer programming language to create and maintain computer software programs.   The incumbent assists the Sr. Computer Programmer/Analyst by performing a variety of duties related to the operation of the Information Systems Department.   The work is performed under the direct supervision of the Sr. Computer Programmer/Systems Analyst.   The incumbent does related work as required.

<u>**TYPICAL WORK ACTIVITIES:**</u>   (Illustrative only)

Analyzes the flow of information between data center and departments;
Designs detailed programs to adapt financial, statistical and database operations to electronic data processing;
Prepares sample test data, performs tests, and makes modifications or revisions to programs;
Debugs new programs as necessary;
Performs maintenance of software programs;
Assists in and may performs analyzing of existing programs, trouble shooting problems identified by program users, and restoring the program to proper functionality;
Assists in and may performs creation of new programs, including database tables, queries, forms and reports based on user requirements.
Performs compilation of software programs and installation of the applications on users' personal computers and network servers;
Performs the skills to inform and train users in the proper operation of software applications;
Performs researching, evaluating, and document solutions to technology needs.

<u>**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**</u>

Good knowledge of Computer Programming Principles & Techniques in the MS/Access language, or similar language.   Good knowledge of office terminology, procedures, working knowledge of electronic computer and peripheral equipment.   Knowledge of systems analysis applicable to computer programming, ability to translate and adapt user data to computer processing instructions.

<u>**MINIMUM QUALIFICATIONS:**</u>

[a]   Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in applied science in computer programming or related field; or

[b]   Graduation from high school or possession of a high school equivalency diploma and one

(1) year of paid experience in programming including a minimum of forty (40) hours of training in computer programing or technology; or

[c]   An equivalent combination of training and experience as defined by the limits of [a] and [b].

Revised
7/10/2002