Department: Data Processing
            SPEC DISK B6
Classification: Competitive
            DOCUMENT   6
Grade: 16

SENIOR COMPUTER PROGRAMMER/ANALYST

DISTINGUISHING   FEATURES OF THE CLASS: These   duties   involve   responsibility   for
assisting the Director, Information Systems in   developing and implementing   small to moderate sized software systems supporting the needs of the Essex County Government Center.   The   Senior   Computer Programmer/Analyst is also responsible for writing programs and supervising the   work of subordinate Computer Programmers.   The work is performed under the direct   supervision   of the Director, Information Systems in   accordance with established policies and procedures.   The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Directs   and   supervises   the   development   of   computer   systems   design   and   programs;
Analyzes the flow of information between the Information Systems Department and various   users;
Prepares sample   test data,   performs actual testing   and   makes modifications,   revisions and
      corrections to programs;
Debugs new programs to ensure they fulfill predetermined requirements;
Designs detailed programs, forms, flow   charts and diagrams to adapt   financial   and
      statistical operations to software programs;
Reviews   job   control   language   of   all   systems   to ensure that it adheres to departmental   standards;
Develops and maintains the teleprocessing communications network;
Reports problems and deviations affecting workload and scheduling;
Confers   with system   users to   ascertain the   nature of proposed projects, the   form of source
      information and the form of results desired;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES   AND PERSONAL CHARACTERISTICS:

Good   knowledge   of information technology   including computer language, hardware, and software operating systems; good knowledge of the application of computer programming techniques to   financial and statistical   problems; good knowledge   of the operation of personal computers and computer servers and related peripheral   equipment; working knowledge   of systems   analysis

applicable to computer operations; ability to translate and adapt statistical and financial data to programs for use in computer operations; ability to follow complex oral and written instructions; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

SENIOR COMPUTER PROGRAMMER/ANALYST, 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 or related field, included or supplemented by sixteen (16) semester hours in computer programming and two (2) years paid experience in the operation and programming of electronic computer systems, which shall have involved systems analysis and computer programming; or

(b)   Graduation from a regionally accredited or N.Y.S. registered college or university with an Associate's Degree in Applied Science in Electronic Data Processing and four (4) years paid experience in the operation and programming of electronic computer systems, two years of which shall have involved systems analysis and computer programming; or

(c)   Graduation from high school or possession of a high school equivalency diploma, supplemented by six (6) semester hours in computer science (including programming) from a regionally accredited or New York State registered college or university and five (5) years of paid experience in the operation of electronic computer equipment, two (2) years of which shall have involved systems analysis and computer programming; or

(d)   An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

Revised: 10/23/00