

# PROGRAMMER ANALYST

Department: General Services

Classification: Competitive

Specification Number: 2430

Approved: 12/21/23

Revised: By JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Either:

a) Graduation with a Bachelor's Degree in Computer Science or a related field of study from a college with federally-authorized accreditation or registration by NY State, and one (1) year of experience in systems analysis and computer programming which includes web application development\*; or,

b) Graduation with an Associate's Degree in Computer Science or related field of study from a college with federally-authorized accreditation or registration by NY State, and three (3) years of experience in systems analysis and computer programming which includes web application development\*; or,

c) Graduation from a standard senior high school and five (5) years of experience in systems analysis and computer programming which includes web application development\*;

**NOTES:** Web application development is the creation of application programs that reside on remote servers and are delivered to the user's device over the Internet, and is distinguished from Windows-based application development.

\*All computer programming experience must have been gained in the last eight (8) years.

### *PROMOTIONAL*

Two (2) years of permanent competitive status as a Computer Programmer.

## DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs technical work in the development of computer programs and/or the design, implementation, enhancement and maintenance of software systems. The incumbent works with some independence and work is reviewed by a technical supervisor through discussions and observation. Does related work as required.

## TYPICAL WORK ACTIVITIES

Assists in preparation, review and analysis of detailed computer systems specifications;

Prepares charts, tables and diagrams to assist in analyzing problems;

Codes program instructions; assists in writing procedure manuals;

Documents computer systems and programs;

Assists in surveys and feasibility studies;

Meets with users to explain procedures;

Modifies existing programs to accommodate changing needs.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of electronic data processing systems; thorough knowledge of data processing hardware and software; ability to write and validate complex computer programs; ability to analyze and solve difficult problems; ability to follow detailed written and oral instructions; ability to establish effective working relationships with others; ability to compile and prepare comprehensive reports; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.