COMPUTER PROGRAMMER ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for applications development, programming, analysis, technology evaluations, gathering design specifications, system support, end user support and documentation. Work is performed under the general supervision of a higher-level employee, with leeway allowed for the exercise of independent judgment in carrying out assigned duties. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develop, test, implement, and support custom developed business applications or development of custom features within an off-the-shelf system or proprietary applications;

Adopt and apply systems engineering perspectives and processes to software or application development;

Provide technical support for business applications;

Develop resource reference materials for system users;

Manage internet and intranet content, including writing new content, creating new pages and functionality, editing and auditing existing content, and removing outdated content;

Identify and troubleshoot internet and intranet technical issues;

Configure automated systems to deploy software updates/installations;

Provide end-user support.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of design of software systems; 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 Internet standards relative to web technology development; ability to program; ability to follow complex oral and written instructions.

MINIMUM QUALIFICATIONS: Either:

(A)   Possession of Bachelor's Degree in computer science, data processing or a closely related field **AND** two (2) years of experience in computer programming, systems analysis, web development, and/or database administration; **OR**

(B)   Possession of Associate's Degree in computer science, data processing, or a closely related field **AND** four (4) years of experience in computer programming, systems analysis, web development, and/or database administration; **OR**

(C)   Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in computer programming, systems analysis, web development, and/or database administration.

<u>NOTES:</u>
1.   Degree(s) must have been awarded by a college or university accredited 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.
2.   Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.