

## SYSTEMS ANALYST-PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled technical position involving responsibility for the gathering and analysis of information for developing and modifying information systems. Employees in this class perform tasks associated with maintenance and modification of existing information systems as well as the implementation of new application software. An incumbent is expected to perform technical tasks efficiently and effectively providing a high quality product while meeting project objectives and deadlines. Supervision is received from the Director of Information Services with considerable leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision of the work of others is not ordinarily a responsibility of this class. A Systems Analyst-Programmer does related work as required.

### TYPICAL WORK ACTIVITIES:

- Confers with departmental personnel to investigate office procedures to collect information for analysis and study;
- Responds to service requests by writing programs for approved projects utilizing and applying current programming technology;
- Analyzes directives, bulletins and informational material in order to develop efficient production, work flow and electronic data processing applications;
- Formulates statements of problems with solutions by manual and/or electronic data processing methods;
- Specifies, in detail, logical and/or mathematical operations to be performed by various equipment units and/or comprehensive computer programs and operations to be performed by personnel in the system;
- Plans and prepares technical reports, memoranda and instructional manuals relative to the establishment and function of complete operational systems;
- Oversees trial program runs in an evaluation and follow-up for optimizing systems;
- Evaluates equipment requirements and analyzes capabilities in relation to department needs;
- Confers with other personnel involved in systems analysis and programming in order to integrate and coordinate systems;
- Stays abreast of new developments in the field in order to maintain a current knowledge of available applications and alternatives;
- Trains employees as to their role in implemented systems;
- Assists in the preparation of specifications for system improvements;
- Prepares test data and tests coded programs to validate accuracy;
- Participates in project testing, evaluations, follow-ups, and analyzes results;
- May represent the agency in interagency activities related to electronic data processing and systems use;
- May assist the user department in all phases of system implementation;
- May provide technical assistance to users to resolve PC operational problems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods, principles, techniques and equipment of information processing as related to computers, information systems, and their applications for government office methods; good knowledge of programming standards; good knowledge of methods analysis; working knowledge of the use and operations of personal computer hardware, software, and peripherals; ability to conduct investigations and to detail office procedures; ability to communicate ideas clearly both orally and in writing; a high degree of logical reasoning; accuracy; good memory for detail; sound judgment; initiative and resourcefulness; physical condition sufficient to perform the essential functions of the position.

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;

OR

- B. Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in Computer Science or related field and two years of experience which must have included systems analysis and computer programming;

OR

- C. Graduation from high school or possession of a high school equivalency diploma and four years of experience which must have included systems analysis and computer programming;

OR

- D. An equivalent combination of training and experience as indicated in A, B, or C.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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