

SUPERVISING COMPUTER PROGRAMMER/ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is important technical, supervisory, and limited administrative work involving responsibility for overseeing the development of system and program designs, individual programs, documenting program logic, coding programs using programming languages, testing and debugging programs and assisting in overseeing the overall operations of the data processing unit. The position may also involve operation, monitoring and control of a computer and related peripheral equipment and responsibility for overall systems specifications and design. The work is performed under general direction with considerable leeway for exercising independent judgement in planning and carrying out assigned duties. Supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Analyzes the flow of information between the data center and the various units participating in the data processing system; Designs detailed programs, forms, flow charts and diagrams to adapt financial, statistical and informational operations to electronic data processing; Prepares sample test data, performs actual testing and makes modifications, revisions and corrections to programs; Debugs new programs to assure completion according to predetermined requirements; Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical, financial and various informational reports; Performs detailed systems analysis and surveys of problems related to the users various reports; Prepares input and output memory layouts and block diagrams to show sequence of computations for problems solution on computer and related peripheral equipment; Trains data processing employees and/or users; Consults with superiors and reports problems and deviations affecting work load and scheduling; Analyzes problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and format of final output; Prepares reports on results of surveys and systems analysis and suggests application to data processing equipment; Determines need for new or additional equipment and recommends type and/or capacity; Assists in the preparation of unit budget; Makes recommendations regarding department policies; Determines procedures, establishes systems to be followed and prepares written instructions and manuals for performing the work; Acts as liaison between Data Processing unit and various agencies served; Meets with vendors and discusses proposals, problems and application of new equipment; Reviews and reports on progress of data processing unit to determine adherence to department policies and needs; Operates computers and related equipment.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of electronic computer programming principles, techniques and concepts; Good knowledge of on-line data base management, compiler use, job control, direct access techniques, and remote accessing; Good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; Good knowledge of office terminology and procedures; Working knowledge of administrative methods and procedures and ability to translate or adapt them for programming into a data processing operation; Working knowledge of care and adjustment of electronic computer and related peripheral data processing equipment operation; Working knowledge of systems analysis applicable to computer programming; Ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; ability to plan, organize and supervise the work of others; Ability to follow moderately complex oral and written instructions; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. (1) Graduation from a regionally accredited or New York State registered four year college with a bachelor's degree in electronic data processing and (2) three years of fulltime paid experience as a programmer/analyst; OR
- B. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in applied science in electronic data processing and (2) seven years of full time paid experience as a programmer, one year of which must have been as a programmer/analyst; OR
- C. (1) Completion of at least two years (60 semester credit hours) at a regionally accredited or New York State registered college or university which shall have included 15 credit hours in electronic data processing courses and (2) seven years full time paid experience as a programmer, one year of which must have been as a programmer/analyst; OR
- D. An equivalent combination of training and experience as defined within the limits of A, B, and C above.

Adopted 4/5/99

Revised 4/13/99