

## LEAD SYSTEMS ANALYST PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises the development and implementation of computer based information systems. This is the highest level position in the systems analyst/programmer series and incumbent is expected to demonstrate the highest level of technical competency. The incumbent formulates systems, scopes and objectives, devises or modifies procedures to solve problems using data processing and prepares detailed specifications from which programs will be written, and designs codes that debug and document those programs. Incumbent also plans the work of others in the unit to meet project deadlines and accommodates demands of users, setting priorities when appropriate. Incumbent monitors project progress and results and reports such to the Manager – Systems Programming or appropriate higher level staff person. In addition, the incumbent is responsible for instructing, directing and monitoring personnel on on-going projects. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises a team of systems analysts/programmers and programmers in the development and implementation of computer based information systems;

Exercises on-site control and coordination over on-going projects;

Reviews and participates in conducting detailed analysis and systems surveys of various applications for the purpose of evaluating and applying the most efficient data processing resources;

Oversees the development of operational procedures, flow charts, analyses and proposals reflecting workflow, external control, data elements, cost factors, programming requirements, training manuals and computer room procedures;

Acts as liaison between user department and data processing management as to the development, implementation and progress of computer based information systems;

Conducts briefing and training sessions to acquaint management personnel with new proposed automated systems;

Advises data processing management of systems development progress, resource needs, work status, cost projections, and future requirements;

Evaluates the performance of systems analysts and programmers in assigned team and makes recommendations for improvement, training, promotions, etc.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of automated and manual procedures and requirements; thorough knowledge of the requirements of computer programming operations, particularly including capabilities, applications, and day-to-day administration; thorough knowledge of organizational structure and its relation to work flow; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; resourcefulness; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree\* and five (5) years of work experience where the primary function of the position was in the analysis and design of computer or internet based information systems or computer programming, including two (2) years in a supervisory capacity; or (b) an Associate's Degree\* and seven (7) years of experience as stated in (a), including the two (2) years in a supervisory capacity; or (c) graduation from high school or possession of a high school equivalency diploma and nine (9) years experience as stated in (a), including the two (2) years in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of a Bachelor's Degree\* in Computer Science, Information Technology, Computer Systems, or a closely related field may be substituted for one (1) year of the above stated work experience. There is no substitution for the required two (2) years of experience in a supervisory capacity.

\*SPECIAL NOTE: Education beyond the secondary level 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.