

SENIOR SYSTEMS ANALYST PROGRAMMER
(B.O.C.E.S. #2)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for data gathering and analysis of user needs, design recommendations in the form of user proposals or prototypes, operational instructions and computer program specifications; and implementation and support involving systems testing and user training. The incumbent formulates computer system scopes and objectives and advises or modifies procedures in order to solve problems and/or automate processes using data processing. The incumbent prepares, designs, codes, tests, debugs and documents system programs, databases and web page specifications as required. Incumbent is expected to be able to work on most complex problems independently and may act as a lead position to lower level staff on some projects. Supervision may be exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts detailed analysis and systems surveys of various applications;

Meets with clients to determine user needs and receive prototype approval;

Prepares table layouts and specifications for data base systems;

Codes, tests, debugs and documents computer and/or data base programs and web based applications;

Revises, maintains, and updates existing systems and/or programs;

Prepares written system and user documentation and training materials;

Trains users, both in-house personnel as well as outside clients, on the requirements and use of automated systems;

Assists in the training and instruction of other staff members;

Works independently on complex systems problems and may function as lead worker on specified projects;

May supervise lower level Systems Analyst Programmers;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the requirements of computer programming, data base design, web based software and data communications including capabilities, applications and day-to-day administration of personal computers; good knowledge of personal computer hardware and operating systems; good knowledge of organizational structure and its relation to work and data 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 use computer applications such as spreadsheets, word processing, e-mail, and database software; initiative; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and two (2) years experience where the primary function of the position was in the analysis and design of computer or internet based information systems or computer programming; or (b) an Associate's Degree* and four (4) years of experience as stated in (a); or (c) graduation from high school or a high school equivalency diploma and six (6) years experience as stated in (a).

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 year of the above stated work experience. There is no substitution for the additional one (1) year of work experience described in (a) above.

NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post- secondary, degree granting institution.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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.