

## SYSTEMS ANALYST PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an employee in this class is responsible for developing new applications and performing programming functions such as coding, debugging and updating systems, for local jurisdictions or school districts. The incumbent will be responsible for analyzing systems requirements, designing technology solutions, developing and supporting applications, programming, integrating, testing, implementing, documenting and maintaining systems. Supervision may be exercised over a staff of programmers, data/systems analysts and/or clerical subordinates. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Gathers and documents systems requirements;

Discusses proposed new applications, integrations, and automations with management;

Designs layout of records for new applications;

Prepares data and process flow charts and systems diagrams;

Documents processes and advises departments about system procedures;

Develops with user department systems requirements, implementation plans, workflows, and application training;

Prepares written system and user documentation and training materials;

Writes, debugs, and documents new programs;

Debugs and maintains and existing programs;

Prepares status reports for management;

Determines priority of programming work;

Supervises subordinate programming and/or data systems analyst staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of current programming techniques and languages; thorough knowledge of systems development life cycle; thorough knowledge of business methods and systems; ability to evaluate, plan, and apply data processing procedures and methods to meet the needs of the jurisdiction; ability to communicate effectively both orally and in writing; ability to plan, layout and supervise the work of others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; sound judgement; accuracy; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree\* and three (3) 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; or (b) an Associate's Degree\* and five (5) years of work experience as stated in (a).

SUBSTITUTION: A Bachelor's Degree\* in Computer Science, Information Technology, Programming or a closely related field may substitute for one (1) year of the work experience described above.

\*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.

Town, Villages, Cities  
of Rye & Peekskill  
School Districts  
J. C.: Competitive

Job Class Code: S822 (School Districts)  
0807 (Municipalities)