

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

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of a higher level employee, an incumbent of this class assists in formulating system scopes and objectives through research and fact-finding to develop or modify data processing systems. The incumbent assists in the preparation of program, database and webpage specifications and designs, codes, tests, debugs and documents system programs and databases. The incumbent also performs several phases of applications, system analysis and programming activities. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts detailed analysis and system surveys of various applications;

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;

May assist in the training and instruction of system users and/or operations personnel;

Advises departments in systems procedures;

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: Good knowledge of the requirements of computer programming, data base design, web based software and data communications including capabilities, applications and day-to-day administration; good knowledge of personal computer hardware and software and operating systems; good knowledge of organizational structure and its relation to work and data flow; 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.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and one (1) year of 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 three (3) years of experience as stated in (a); or (c) graduation from high school or a high school equivalency diploma and five (5) years of experience as stated in (a).

SUBSTITUTION: Satisfactory completion of a Bachelor's* or Master's Degree* in Computer Science, Information Technology, Computer Systems, or a closely related field may be substituted for the required one year of experience as stated above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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.

BOCES #2 Lower Hudson
Regional Information Center
J.C.: Competitive
CSB1
1d

Job Class Code: S823