

## COMPUTER APPLICATIONS PROGRAMMER/ ANALYST

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class supervises and engages in computer applications programming. The incumbent may also engage in database maintenance and analysis. Supervision is exercised over the work of applications programmers and trainees. The work is performed under the general supervision of a higher level technical individual with wide leeway allowed in technical work details. The incumbent may be responsible for sub-systems or projects of moderate scope. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises a team of applications programmers in the installation of moderate size applications;

Designs program logic;

Codes batch and on-line programs;

Prepares test data and test programs to identify errors in logic and code;

Documents programs according to installation standards;

Assists the systems analyst in the design of major automated systems;

Meets with customers to determine their technology needs; designs flow charts and documents applications;

Prepares task lists and schedules for planning and tracking progress of projects;

Provides technical guidance and training to programmers and trainees;

May maintain Data Warehouse and a variety of databases and software.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles of computer programming; thorough knowledge of current programming development languages; thorough knowledge of the principles and terminology of data processing; working knowledge of systems analysis; ability to supervise and train personnel; ability to prepare written material such as program descriptions, user manuals and task lists; ability to design moderate size data processing applications; ability to communicate effectively orally and in writing; ability to get along well with others.

**MINIMUM QUALIFICATIONS:** Either:

A. A Bachelor's Degree in Computer Science or related field and one (1) year of programming experience in a computer center environment; **OR**

- B. An Associate's Degree in Computer Science or related field and three (3) years of programming experience in a computer center environment; **OR**
- C. Possession of a diploma or certificate of completion for a course of study in computer programming from a technical school licensed by the New York State Department of Education and four (4) years of programming experience in a computer center environment; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and five (5) years of programming experience in a computer center environment; **OR**
- E. An equivalent combination of A, B, C and D above.

**Note 1:** College level study in Computer Science or related field may be substituted on a year-for-year basis for the above mentioned degrees; must include a minimum of twelve (12) semester credit hours in computer science courses and a minimum of nine (9) semester credit hours in computer related mathematics courses. However, college courses may not be substituted for at least one year of the above mentioned experience.

**Note 2:** Examples of current programming development languages include but are not limited to: HTML, JavaScript, Microsoft Access, Visual Basic, SQL, Python, CSS, C++, PHP and Java.

ULSTER COUNTY  
1560 CAP/ANLYST  
Classification: Competitive  
Grade: 19  
Union: CSEA

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