PRINCIPAL SYSTEMS/PROGRAMMING ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising a team of Information Technology professional and technical personnel in planning, developing, preparing and implementing new or improved electronic data systems for assigned County Departments, Westchester Medical Center, and/or large county-wide systems. Responsibility includes developing and maintaining effective relationships with managerial personnel to devise methods and procedures for implementing departmental needs to be facilitated by the application of automated equipment. Work requires close coordination within assigned department as well as operating departments to insure and coordinate project feasibility, cost efficiency, scheduling, staffing and equipment resources and capabilities. Supervision is exercised over a number of professional and technical personnel. Consultative supervision is given to management personnel in assigned departments in the area of systems application and development. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises a team of professional and technical staff in the development and implementation of computer based information systems for a major County department, group of departments or Westchester Medical Center, as assigned;

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

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

Oversees the development of operation 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 departments and Information Technology management relating 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 Information Technology management of systems development progress, resource needs, work status, cost projections, and future requirements;

Evaluates the performance of subordinate professional and technical staff in assigned team and makes recommendations for improvement, training, promotions, etc.;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the goals, objectives, policies and procedures of assigned organizational areas and the department; thorough knowledge of the concepts of server and client operating systems; good knowledge of the principles of administrative supervision; good knowledge of object-oriented programming and database management systems, distributed computing, 3-tier architectures, and embedded systems; knowledge of designing software in C/C++ and Java; knowledge of formal requirements, analysis and design methodologies; knowledge of the design and programming of effective, maintainable solutions - at the module level - and its architecture; knowledge of relational database design, operation, optimization and tuning; ability to train staff in the use of various application tools; ability to plan, coordinate, supervise and evaluate the work of others including subordinate supervisors; ability to communicate effectively, both orally and in writing; ability to identify, evaluate and convey requirements, designs and operations of application software and systems; ability to establish and maintain effective working relationships; ability to manage technical projects and vendor relationships; ability to gather and analyze data and draw conclusions; thoroughness, attention to detail; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; initiative; leadership; tact; integrity; imagination; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of recent experience (within the last five years) where the primary function of the position was using computer based information systems or computer systems analysis and design, two years of which must have been at the supervisory level.

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

West. Co.   Job Class Code: C1476
J.C.: Competitive   Job Group: County: XIV
MQT5   WMC: XV
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