SYSTEMS ANALYST PROGRAMMER

GENERAL STATEMENT OF DUTIES:  Develops new applications and performs programming duties for electronic data processing systems in a local jurisdiction or school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:  Under general supervision, an employee in this class is responsible for both the analyzing of present and proposed systems for electronic data processing and the setting up and testing of programs for such process.  Supervision may be exercised over a staff of programming and/or clerical subordinates.

EXAMPLES OF WORK:  (Illustrative Only)

Gathers data from various sources pertaining to the new applications of electronic data processing (EDP);

Discusses proposed new applications with management;

Designs layout of records for new applications;

Prepares general flow charts and block diagrams;

Advises departments in system procedures;

Develops with user departments their EDP requirements, workflow, training, etc. to implement proper EDP procedures and systems;

Writes and tests programs for new systems designed;

Maintains and up-dates existing programs;

Codes, assembles and de-bugs programs;

Prepares status reports for management;

Responsibility for adequate supplies and equipment in EDP unit;

Determines priority of programming work;

Supervises subordinate programming/clerical staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:  Thorough knowledge of current methods and techniques of electronic data programming; thorough knowledge of use and capabilities of the business application of data processing equipment; 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; initiative; sound judgement; accuracy; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:  Either (a) graduation from a recognized college with a Bachelor's Degree and three (3) years of experience in method analysis or programming in data processing work; or (b) completion of a two-year post high school, community college, or technical school course and five (5) years of experience as stated in (a); or (c) graduation from a standard high school course or possession of a high school equivalency diploma supplemented by an acceptable course in programming (six month course) and six and one half (6 1/2) years of experience as stated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE:  Six (6) months of experience as a programmer trainee will be considered equivalent to a specialized six (6) month course.

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)

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