## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** SENIOR PROGRAMMER ANALYST                    **GRADE:** 13

**TITLE ABBREVIATION:** SR PROG ANALYST              **TITLE NO.:** 6657

**JURIS.CL:** C  **SALARY CODE:** 01  **UNIT:**      **EEO CODE:** PR  **FLSA CODE:** PR

**DEPARTMENT:** GENERAL SERVICES                **DIVISION:** SYSTEMS

**SUPERVISOR'S TITLE:** PRINCIPAL SYSTEMS ANALYST

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for translating requirements defined by systems analysis into logical systems designs in the Orange County Department of General Services. The work is carried out in accordance with established policies and procedures and involves the preparation of detailed specifications from which complete sets of programs can be written. Work involves preparing some of the more complex programs. Work is performed under the general supervision of a Principal Systems Analyst and the direction of a Systems Analyst with latitude for independent judgment in carrying out the details of the work. Technical direction will be exercised over the work of Senior Programmers, Programmers and Programmer Trainees. Incumbent may be required to work evenings and weekends. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists and works with the Systems Analyst in establishing file requirements and processing specifications for the automated segment of a system; works with users for problem analysis, requirements and feasibility studies;

2. Analyzes program specifications for completeness and conformance to standards;

3. Prepares detailed program specifications and outlines solutions to data processing tasks for use by subordinate programmers;

4. Assists in the formulation of project objectives and system development requirements;

5. Assists in planning work schedules to meet operating demands and programming commitments;

6. Designs final detail of reports, screens and record structures;

7. Outlines and assigns programming tasks to subordinate programmers;

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8.   Writes, modifies and "de-bugs" some of the more complex programs;

9.   Prepares test data to be used by programming staff;

10.  Reviews and approves final test results from implementation of new programs or modifications, recovery procedures for "down" production jobs and application orientation on a detail level when required by the programming staff;

11.  Prepares work load and progress reports related to assigned projects;

12.  Makes formal presentations of findings, recommendations and specifications in a written or oral format as required.


**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**
Thorough knowledge of electronic data processing, its utilization and potential including tape, disk operating systems and operating systems; thorough knowledge of modern programming languages including COBOL, job control languages, and software utilities; thorough knowledge of systems testing and procedures; working knowledge of systems analysis and design; working knowledge of software facilities, such as data communication; data base management, micrographics and system documentation; ability to plan and direct the work of others; ability to prepare and present reports both orally and in writing; ability to deal effectively with people; physical condition commensurate with the demands of the position.


**MINIMUM QUALIFICATIONS:**  Either:

(A)  Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, or higher, in Computer Science, Information Science, Computer Information Systems or related field and one (1) year of programmer analyst experience including, but not limited to, writing and debugging programs utilizing COBOL, translating requirements defined by systems analysis into logical systems designs and preparing detailed specifications from which complete sets of programs can be written, with experience in programming on-line systems; OR

(B)  Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Science, Computer Information Systems or related field or 60 credits which shall have included 24 credits in computer science, electronic data processing or related field and three (3) years of experience as defined in (A); OR

(C)  Graduation from a high school or possession of a high school equivalency diploma and (5) years of experience as defined in (A) above.


09/12/15