Programmer/Analyst
Tompkins County

Classification: Competitive
Labor Grade: 13
Revised: 2/18
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in computer science or data processing **AND** two years full-time paid (or the equivalent part-time and/or volunteer) experience as a computer programmer or computer analyst; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time (or the equivalent part-time and/or volunteer) experience as a computer programmer or computer analyst; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: Degrees and/or experience in word processing, microcomputers and related software/hardware do not qualify in (a) and (b) above. Knowledge of programming is necessary and candidates will be required to demonstrate their proficiency to the satisfaction of the Director of Information Technology Services.

DISTINGUISHING FEATURES OF THE CLASS:

This is technical programming/analyst work involving the responsibility for the development and maintenance of system applications which satisfy user requirements and comply with prescribed policies and procedures. The work includes the study of various problems, various kinds of information sources, flow of information, adaptation of information for computer use and the information output. The work is performed under the general direction of the Director of Information Technology Services or his/her designee. The incumbent will exercise considerable autonomy and independent judgment when performing the duties of the position. The incumbent will be required to perform all other related tasks as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of programming tasks using Microsoft Visual Basic, Crystal Reports, and other programming components to develop, modify or maintain applications; Performs a variety of database development tasks using Microsoft Access, Excel and other data formats to develop, modify or maintain applications; Assures coordination and compatibility of hardware/software systems and performs necessary stages of research and maintenance; Collects information from departments requesting computer support to determine current operations and analyze requirements; Designs or redesigns detailed programs, flow charts and/or diagrams which indicate logic flow based on user requirements provided by departments; Develops appropriate tests to assure system reliability and implements all programs in a test environment for parallel operation with current system; Debugs new and modified programs to assure completion according to predetermined requirements; Recognizes and points out to departments the constraints of particular system programs; and determines impact of application on computer resources and decides what additional resources may be needed; Assist the user in the acceptance test and implements and monitors security of on-line programs and sensitive files; Writes and executes special program runs of information regarding wages, salaries and related information for contract negotiations; Loads programs and data from federal, state, and other sources into the computer and modifies them for use.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of computer programming and the capabilities and use of data processing equipment; Good knowledge of the principles and practices of systems analysis as applied to computer programming; Good knowledge of governmental functions; Working knowledge of Visual Basic programming language; Working knowledge of the principles and practices of systems analysis as applied to computer programming; Working knowledge of governmental functions; Skill in the operation and manipulation of a wide variety of data processing equipment and software; Ability to deal with constantly shifting and conflicting priorities; Ability to learn new computer systems; Ability to understand and develop

logic flow charts and code programs from them; Ability to establish and maintain effective working relationships with users; Analytical reasoning ability. Resourcefulness, dependability, and good judgment are required.