

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PROGRAMMER ANALYST I
Code: 030124 BQE
Page : 1 of 2
Competitive

GENERAL STATEMENT OF DUTIES

Performs routine programming duties for computers; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment with some latitude for independent decisions and are performed in accordance with established computer programming methods and procedures.

TYPICAL DUTIES

- * 1. Prepares program diagrams.
- * 2. Codes program instructions.
- * 3. Modifies existing programs to accommodate changing needs.
- * 4. Reviews and analyzes detailed computer programming specifications.
- * 5. Prepares test data; tests and debugs computer programs.
- * 6. Implements systems and programs employing systems control functions.
- 7. Assists in installing systems software.
- * 8. Assists in integrating testing of new or revised software.
- * 9. Documents computer systems and programs.
- * 10. Assists in writing procedure manuals.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the current methods and techniques of computer programming.
2. Knowledge of the use and capabilities of the business application of computers and computer systems.
3. Knowledge of the principles and practices of methods and procedures analysis.
4. Knowledge of the methods and practices of accounting and statistics.
5. Ability to analyze and comprehend computer problems and to make recommendations concerning their solutions.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

1. Bachelor's degree from a regionally accredited or New York State registered college or university, with either major course work or thirty credits in a computer field;
or
2. Two years of satisfactory, paid experience in computer programming and, either
 - A. Associate's degree from a regionally accredited or New York State

registered college or university, with major course work in computer science;

or

- B. Completion of two years (60 credits) of education at a regionally accredited or New York state registered college or university, including twenty (20) credits in a computer field;

or

- C. Completion of a program of instruction (minimum of 300 hours) in the computer field at a commercial school registered by the New York State Department of Education or an out-of-state branch of that school.

NOTE: Five years of experience, as outlined in (2) above, may be substituted for the college education, in (1) above.

[Go Back](#)