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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PROGRAMMER ANALYST II
Code: 030127 BQH
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Competitive

GENERAL STATEMENT OF DUTIES

Performs technical duties involving programming and systems and procedures analysis; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, with latitude for independent actions or decisions, the duties involve the analysis of existing systems and procedures, and the conversion of these into automated electronic data processing.

TYPICAL DUTIES

1. Assists in surveying, evaluating, and determining the feasibility of manual and automated procedures and systems and prepares resultant recommendations and reports.
2. Assists in the installation and programming modifications to systems software packages.
3. Performs integration testing of new or revised systems.
4. Performs related library and procedural changes and documentation.
5. Assists in troubleshooting for software and hardware failures to identify and resolve errors.
6. Develops diagrams and specifications for manual and automated procedures, systems analysis, and programming work.
7. Writes, modifies, tests, and integrates complex coded programs into production environment.
8. Prepares written procedures and documentation for manual and automated systems.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the current principles, practices, and methods of computer programming.
2. Considerable knowledge of the use and capabilities of the business applications of computers.
3. Considerable knowledge of the principles and practices of methods and procedures analysis.
4. Knowledge of methods, principles, and practices of accounting and statistics.
5. Ability to analyze business systems, for conversion to computer processing.
6. Ability to analyze and comprehend complex computer problems and make recommendations concerning their solutions.
7. 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
and

Two years of satisfactory, paid, experience in computer programming and systems analysis;
or

2. Four years of satisfactory, paid, experience in computer programming and systems
analysis

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 (1) above, in addition to the two-year
requirement, may be substituted for the college education, in (1) above.

5/28/85

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