

PROGRAMMER / ANALYST TRAINEE

This is an entry level development position designed to take a candidate with either an education in the computer field or a limited background in web page development and programming and train them over a two-year period to become a full level Programmer / Analyst. During that time, they will function as a member of a development team and will gradually be given more complex assignments along with training in various areas and platforms. Upon the successful completion of the traineeship, the incumbent will be promoted to the title of Programmer / Analyst without further examination. Work is performed under the general supervision of a higher-level employee. Supervision of others is not a normal function during the traineeship.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Learns to develop web-based and personal computer-based applications using programming products such as Visual Basic, HTML and XML;
2. Participates in the conversion, upgrade, and modernization of existing applications;
3. Attends training as directed;
4. Learns to research new technologies to determine how they can be incorporated into various platforms and systems;
5. Assists in the application design of client requests;
6. Performs analysis for projects;
7. Prepares client, system and computer operating instructions;
8. Defines database and report specifications;
9. Keeps abreast of networking and platform dependent technical issues and applies to work as necessary;
10. Applies current technology including network and platform dependent issues to solutions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current concepts and practices of computer hardware, software and applications sufficient to enable the candidate to be trained to be a Programmer / Analyst over a two year period;

Knowledge of the current concepts and practices of windows and browser-based object oriented programming languages, computer hardware, networking, security, storage, and databases sufficient to enable the candidate to be trained to be a Programmer / Analyst over a two year period;

Ability to learn and keep abreast of the principles and practices of the data processing field;

Ability to understand and follow complex oral and written instructions;

Ability to keep current with technological advances and other changes in the field;

Ability to present ideas clearly and concisely, both orally and in writing;

Ability to establish and maintain effective working relationships with departmental staff and user departments, including the ability to understand and meet the user's needs;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

PROGRAMMER / ANALYST TRAINEE (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation within the last 3 years of date of application with a Bachelor's degree in computer science, information systems, information technology or a closely related field;
- OR: (B) Bachelor's degree in field described in (A) above, AND one (1) year of full-time work experience within the past (3) years which primarily involved application development for Microsoft Windows or web programming using an object-oriented programming language;
- OR: (C) Associate's degree in a field described in (A) above, AND three (3) years of full-time work experience as described in (B) of which at least one (1) year must have occurred within the past (3) years;
- OR: (D) An equivalent combination of training and experience within the limits of (A), (B), and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

DP0242

ADOPTED: 01/01/04

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