<div align="center">**PROGRAMMER / ANALYST (MH)**</div>

DISTINGUISHING FEATURES OF THE CLASS:

This is an advanced, specialized position in the programmer series with the incumbent accepting a range of duties beyond that of a typical Programmer / Analyst in the direct support of the Department of Mental Hygiene. These duties include computer programming, system design, application and operating systems installation and maintenance, hardware installation, and directly assisting users. The work involves responsibility for both mid-range and personal computer operation along with their associated network systems. Work is performed under the general supervision of the Programming and Operations Supervisor / MH, with considerable direction from the administrative staff of the Department of Mental Hygiene. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

1. Analyzes user requirements, designs and codes new applications, tests and debugs programs as needed;
2. Performs program maintenance, modifying existing programs as needed for both on-line and batch systems;
3. Prepares user and systems documentation;
4. Trains users in program use and provides hardware and software assistance;
5. Assists in the installation and maintenance of operating system software and new product releases or upgrades;
6. Installs and maintains equipment on the departmental computer and network (terminals, printers, etc.);
7. Installs, configures, maintains and provides user assistance for personal computer hardware and software, including networking interfaces;
8. Oversees day-to-day operation of departmental computer systems in the absence of the Programming and Operations Supervisor / MH;
9. Operates computer and peripheral equipment;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of data processing principles and practices; good knowledge of potential uses and general limitations of electronic data processing systems; good knowledge of system design and programming as it applies to mid-range computers, personal computers and networks; working knowledge of computer system management issues and practices; ability to code efficiently; ability to learn programming languages; ability to relate knowledge to the needs of a mental health organization; ability to communicate effectively, both orally and in writing; ability to establish good working relationships with others; ability to understand complex written and oral instructions; tact; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science or a closely related field AND two (2) years of work experience directly developing business or governmental applications (i.e., payroll, accounts receivable, accounts payable, ledger, inventory, case management, etc.) which primarily involved programming in COBOL and/or windows based programming languages such as Visual Basic, in a client/server environment;

OR: (B) Four (4) years of work experience as indicated in (A) above;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Eligibility for a New York State Motor Vehicle Operator's License at time of application, and possession of said license at time of appointment.

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