

## APPLICATION PROGRAM SPECIALIST

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for a major application area including maintenance, updating or restructuring of all computer programs and systems for that application. An application area is the computer programming workload of one or more divisions, departments or programs assigned to a middle level data processing manager. Example of application areas could be financial, human resources, payroll or social services. An employee in this class is responsible for maintaining a liaison with the user departments within the application area. Supervision may be exercised over staff assigned to this application area. Work is performed under the general supervision of The Director of Information Technology. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### Application Maintenance

The following functions related to the maintenance of all existing computerized systems: estimation of staff required, distribution of programming workload, periodic review of all systems;

Reviews modification requests for impact on entire system;

Assigns modification requests to programming staff for completion;

Obtains user acceptance for completed modification requests;

Assigns department standards changes, in-house procedure changes, etc. to program staff.

#### New-Applications

Works in conjunction with project manager in the development of a new application participating in the following functions: review and enhancement of system design, review and approval by user department, review and approval by management;

Plans and directs implementation phase of all new applications;

Has responsibility for a schedule of implementation for a new application;

Reviews developmental work to ensure original criteria is being met during development phase of application;

Is responsible for all application education required by the user;

Plans the pooling of programmer resources necessary for the application;

Has responsibility for direct contact with the computer operations section during implementation phase of a new application;

Has responsibility for production scheduling of a new application in conjunction with the operations section;  
Reviews general program specifications received by project manager prior to assignment to programmer analyst;  
Provides technical and direct supervision of programmers.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of software implementation techniques and procedures such as system flow charts, pert charts, implementation schedules and workload estimating;  
Thorough knowledge of electronic data processing equipment, its utilization and potential;  
Thorough knowledge of software facilities such as data communications, data base management, and system documentation;  
Thorough knowledge in the areas of programming languages, job control languages, and software utilities;  
Good knowledge of systems analysis with emphasis on user relations, data gathering techniques, and system scheduling;  
Ability to plan and supervise the work of assigned hardware technicians and programmers;  
Ability to supply direct and technical supervision of programming staff;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Eight (8) years of work experience, or its part-time equivalent, as follows: Six (6) years of work experience in programming computers and two (2) years of work experience in computer program analysis.

NOTE: Post-secondary education from a regionally accredited or New York State registered college or university with a concentration in electronic data processing or computer programming may substitute for programming experience on a year for year basis up to a maximum of four (4) years.

In all cases, applicants must have a minimum of two (2) years of work experience in program analysis.

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COMPETITIVE