

**CAREERS
IN
BUSINESS AND
DATA
PROCESSING**



**WITH
SUFFOLK
COUNTY**

AN EQUAL OPPORTUNITY EMPLOYER

**STEVEN BELLONE
SUFFOLK COUNTY
EXECUTIVE**

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SUFFOLK COUNTY
PERSONNEL
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**SUFFOLK COUNTY GOVERNMENT
OPPORTUNITIES IN
BUSINESS AND DATA PROCESSING**

If you are looking for a challenging position with a diversified organization, the opportunity for progressive professional development, an excellent salary and full fringe benefits, you will be interested in employment possibilities with Suffolk County.

As one of the largest employers on Long Island, Suffolk County Government employs approximately 10,000 people in 800 job titles in 25 departments. If you would like to use your abilities and get involved with the important work of providing service for the expanding Suffolk community, County Civil Service may be for you.

Listed on the following pages are County job titles related to the field of Business and Data Processing. A brief description of duties and requirements is included so that you can apply for positions for which you are best suited. Application procedures are included at the end of the booklet for your information. Suffolk County residency is not required for taking examinations; however, preference may be given to County residents upon appointment.

THE JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS LISTED IN THIS BOOKLET ARE FOR THE PURPOSE OF GENERAL INFORMATION AND DO NOT CONSTITUTE THE TOTAL DUTIES OF ANY ONE JOB, OR ALL THE QUALIFICATIONS WHICH MAY BE REQUIRED FOR A POSITION.

THIS BOOKLET IS SUBJECT TO CHANGE WITHOUT NOTICE

SUFFOLK COUNTY IS

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

MINORITIES, WOMEN, VETERANS AND

DISABLED PERSONS ARE ENCOURAGED

TO APPLY.

BUSINESS AND MANAGEMENT

ACCOUNT CLERK

Performs specialized clerical work in keeping financial records; posts and balances journals, ledgers and other accounting records. Checks vouchers, prepares financial and statistical reports and maintains a variety of other financial records and statements. May include use of computers.

MINIMUM QUALIFICATIONS: Two (2) years of experience in computing and registering data in financial records, accounts or journals; or two (2) years of clerical experience and six (6) credits in accounting from an accredited college.

NOTES: Additional college education including at least three (3) credits in accounting per year, may be substituted for experience on a year-for-year basis.

SALARY GRADE: 11

ACCOUNT CLERK TYPIST

Performs same duties as Account Clerk plus typing.

MINIMUM QUALIFICATIONS: As set forth above plus the ability to type 30 words per minute.

SALARY GRADE: 11

ACCOUNTANT TRAINEE

Performs entry level accounting work in a supervised traineeship. Records transactions and assists in analyzing and reporting the results, establishes new procedures, performs cost studies and assists in verifying legality of agency operations.

MINIMUM QUALIFICATIONS: Bachelor's Degree including or supplemented by at least 24 credits in accounting.

SALARY GRADE: 17

ACCOUNTANT

Performs professional accounting work in maintaining accounting records, preparing reports and establishing new accounting systems.

MINIMUM QUALIFICATIONS: Bachelor's Degree including or supplemented by 24 credits in accounting and two (2) years experience as an accountant or auditor.

NOTE: Bookkeeping experience will NOT be credited towards meeting the above minimum qualifications. Possession of a New York State license as a Certified Public Accountant may be substituted for two (2) years of experience as an accountant or auditor.

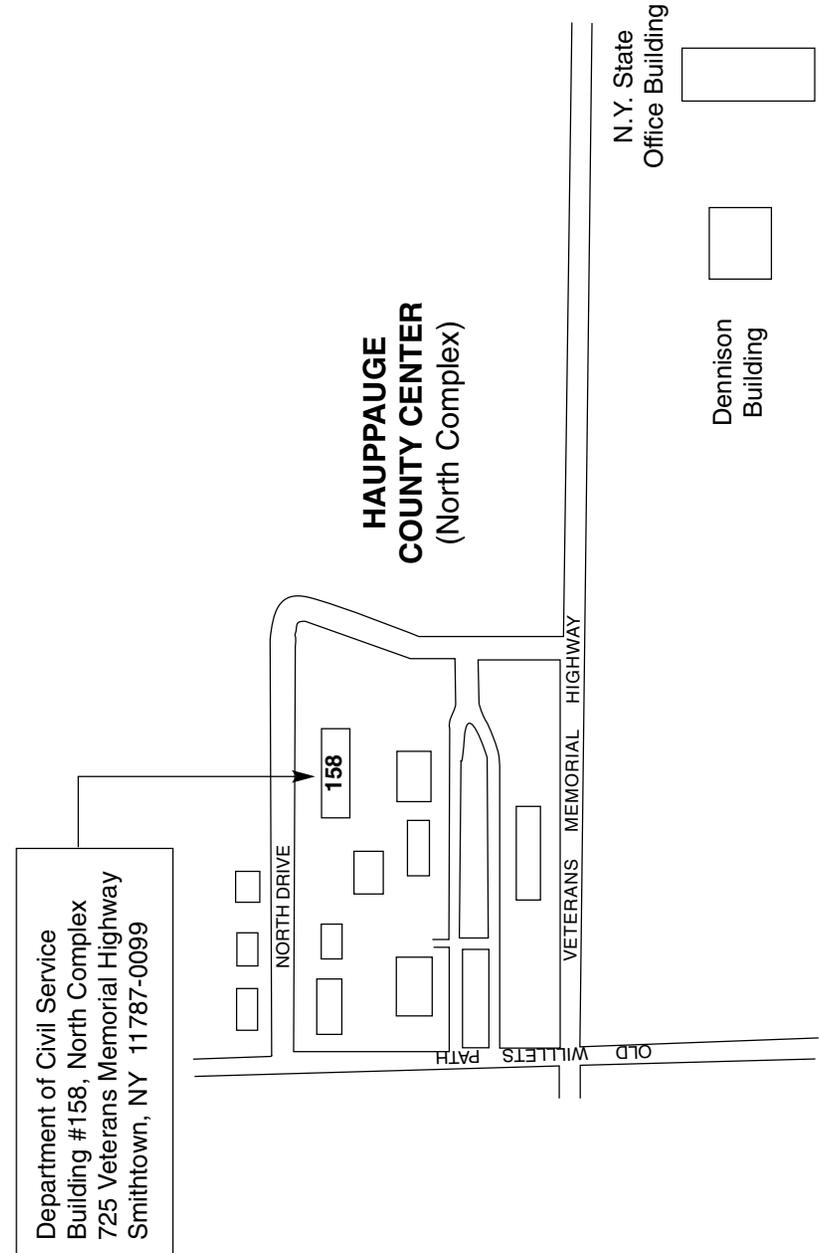
SALARY GRADE: 20

ASSISTANT REAL ESTATE AGENT

Assists in maintaining an inventory of County-owned and leased buildings. Performs space analysis, makes detailed field investigations, analyzes department space requests, collects cost impact data, reviews appraisals, supervises and negotiates occupancy of airport property.

MINIMUM QUALIFICATIONS: Bachelor's degree and four years of experience in real property appraisal, sales or title examination, or high school and eight years of the above experience. Further education may be substituted for experience on a year for year basis.

SALARY GRADE: 23



SUFFOLK COUNTY FRINGE BENEFITS

VACATION

2 weeks paid vacation during the first year

HOLIDAYS

12 per year

LEAVE WITH PAY

4 personal days per year

SICK LEAVE

13 days per year

HEALTH AND DENTAL INSURANCE

OPTICAL AND PRESCRIPTION DRUG PLANS

BLOOD PROGRAM

DISABILITY AND LIFE INSURANCE

LEGAL SERVICES FUND

**NEW YORK STATE EMPLOYEES
RETIREMENT SYSTEM COVERAGE**

DEFERRED COMPENSATION PLAN

TUITION REIMBURSEMENT

Available after 1 year of service

AUDITOR TRAINEE

Performs entry level professional accounting work in the auditing of financial and accounting records, reviews effectiveness of internal auditing procedures and controls.

MINIMUM QUALIFICATIONS: Bachelor's Degree including or supplemented by 24 credits in accounting.

SALARY GRADE: 17

AUDITOR

Performs specialized accounting work in conducting office or field audits on the financial and accounting records of municipal departments. Observes and evaluates effectiveness of internal accounting procedures and makes recommendations for changes and improvements.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting including or supplemented by 24 credits in accounting plus two years experience as an auditor or accountant.

NOTE: Bookkeeping experience will NOT be credited towards meeting the above minimum qualifications.

Possession of a New York State license as a Certified Public Accountant may be substituted for two (2) years of experience as an accountant or auditor.

SALARY GRADE: 20

BUDGET ASSISTANT

Composes budget request forms on a word processor for distribution, logs contracts for signatures, types budgets and coordinates their printing.

MINIMUM QUALIFICATIONS: High school diploma and two years of clerical or word processing experience in budget preparation or administration. Additional relevant education will be substituted for experience.

NOTE: Additional relevant education from a New York State or regionally accredited college or university will be substituted for experience on a year-for-year basis.

SALARY GRADE: 13

BUDGET TECHNICIAN

Assists in review and analysis of budget requests prepares financial reports, maintains accounting records and assists Budget Examiner in processing budget allocation and charges.

MINIMUM QUALIFICATIONS: High school diploma and three years of clerical budget preparation or administration.

NOTE: Additional relevant education from a New York State or regionally accredited college or university will be substituted for experience on a year-for-year basis.

SALARY GRADE: 15

BUDGET ANALYST

Analyzes and prepares departmental budget requests and justifications. Using cost data, workload trends and type of service provided by an agency, analyzes program plans and necessary changes. Reviews accounting control reports.

MINIMUM QUALIFICATIONS: Bachelor's Degree in public or business administration, finance accounting or related field, and one year experience in budgetary review and preparation.

NOTE: Relevant additional education from a New York State or regionally accredited college or university will be substituted for experience on a year-for-year basis.

SALARY GRADE: 19

FORMS TECHNICIAN

Assists in evaluating and designing manual and data processing forms. Recommends change to formats to reduce duplication and preparation time, confers with user personnel in designing the forms and maintains a master file.

MINIMUM QUALIFICATIONS: Bachelor's degree or Associate's degree and two years of experience in form design or analysis; or high school and four years of experience or satisfactory equivalent combination of education and experience.

SALARY GRADE: 17

SR. BUDGET ANALYST

Supervises and performs professional work in the analysis, evaluation and control of departmental budgets. Maintains statistical information systems, reviews financial reports and makes recommendations for action.

MINIMUM QUALIFICATIONS: Bachelor's Degree in public or business administration, finance, accounting or a related field and three years of experience in budgetary review and preparation. Relevant additional education can be substituted for experience.

NOTE: Relevant additional education from a New York State or regionally accredited college or university will be substituted for experience on a year-for-year basis.

SALARY GRADE: 24

BUDGET EXAMINER

Reviews and analyzes requests for budget changes and compiles reports and tentative recommendations. Assists in preparation of special studies and in making projections of expenditures and revenue trends.

MINIMUM QUALIFICATIONS: Bachelor's Degree and two years of experience in budgetary review and preparation. Relevant additional education can be substituted for experience.

NOTE: Relevant additional education from a New York State or regionally accredited college or university will be substituted for experience on a year-for-year basis.

SALARY GRADE: 20

SR. BUDGET EXAMINER

Compiles budget requests, assists departments in interpretation of budget instructions, projects expenditure and revenue trends.

MINIMUM QUALIFICATIONS: Bachelor's Degree and four years of experience in budgetary preparation and review. Relevant additional education can be substituted for experience.

NOTE: Relevant additional education from a New York State or regionally accredited college or university will be substituted for experience on a year-for-year basis.

SALARY GRADE: 27

APPLICATION PROCEDURES

The Civil Service Department has an "open-filing" policy which allows applicants to file for any job title they may be interested in, whether or not an examination is currently scheduled; applications are then held in file and candidates are notified when the examination for the title is scheduled.

Announcements publicizing upcoming examinations for which you may file an application are posted in the Hauppauge office of the Suffolk County Department of Civil Service and at our Riverhead Information Center at the County Center, Riverhead. You may also access information on upcoming Civil Service exams, filing procedures, job descriptions, eligible lists and more on our Internet website: www.suffolkcountyny.gov/civilservice. Announcements are also mailed to Suffolk County public libraries and local branches of the New York State Employment Service, as well as all jurisdictions under the aegis of the Suffolk County Department of Civil Service (i.e., the main office of each town, village, school district, etc.) It is suggested that you check these locations periodically to learn what examinations are being held. Specific examinations are announced and held for each title. The examinations are scheduled on a specific date and applications must be submitted to the Civil Service Department before the last filing date indicated on the announcement. Applicants must complete an application for employment (Form CS-205A and CS-205B) for each examination for which they are applying. Payment of a \$35 fee per application is required for most competitive examinations. Applications for these periodically scheduled examinations must be postmarked by midnight of the last filing date. You will be notified by mail approximately ten days before the examination date as to your eligibility and the exact location and time of the test.

The passing score for each examination is 70 and eligible lists of passing candidates are established for a minimum period of one year, up to a maximum period of four years, pursuant to New York State Civil Service Law. The number of positions available, location of positions and other aspects of employment may vary and, as such, affect the length of time an eligible list remains in existence. An eligible candidate on the list may be permanently appointed to a vacancy during the time the list is in existence. If you have had additional voluntary or paid experience or further education in your field, you may qualify for additional positions in these and other occupational categories. Information on the full range of opportunities available in Civil Service can be obtained by visiting the Suffolk County Civil Service office which is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Other information booklets are also available and are very helpful in explaining how to properly complete a Civil Service application form, the meaning of provisional status, veterans credits, etc. The Department's Information Unit is on call to answer many of the commonly asked questions pertaining to the civil service process and employment in the civil service system. We look forward to serving you.

Suffolk County
Department of Civil Service
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Hauppauge, NY 11788-0099
Tel. No. (631) 853-5500

Website: www.suffolkcountyny.gov/civilservice

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Additional experience in the planning and development of computerized systems within a New York State Social Services Department may be substituted for the college education where one (1) year of experience equals two (2) years of education. Additional experience in the planning and development of computerized systems may be substituted for the college education on a year-for-year basis. All candidates must have graduated from a standard senior high school or possess a high school equivalency diploma.

SALARY GRADE: 23

ASSETS ANALYST TRAINEE

Performs entry level technical work evaluating the existence and value of real and personal assets of social service clients in order to defray the cost of public assistance. Investigates assets, verifies financial resources, assists in selling department-owned properties and in preparing real property appraisals.

MINIMUM QUALIFICATIONS: High School diploma plus three years of analytical, technical or investigative experience in financial administration, accounting, insurance assistance claims, real estate, law or related fields. Relevant education may be substituted for experience up to a maximum of one year.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid N.Y.S. Driver's license.

SALARY GRADE: 17

ASSETS ANALYST

Analyzes real and personal assets possessed by welfare clients, determines their value and recommends the best use of their assets to benefit the client and reimburse the County for expenditure of welfare funds. Verifies financial interests, investigates transfers of property and directs preparation of legal documents.

MINIMUM QUALIFICATIONS: High School diploma and four years of analytical, technical or investigative experience in financial administration, accounting, real estate insurance claims law or related field. Additional relevant education may be substituted for experience on a year-for-year basis up to a maximum of two (2) years.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid N.Y.S. Driver's license.

SALARY GRADE: 19

FEDERAL AND STATE AID CLAIMS TECHNICIAN

Assists in gathering technical information and data, prepares claims for reimbursement and maintains records on revenues and special projects.

MINIMUM QUALIFICATIONS: Bachelor's Degree; relevant experience in claims preparation, accounting, finance or business administration may substitute for two years of education.

SALARY GRADE: 17

FEDERAL AND STATE AID CLAIMS EXAMINER

Reviews grant applications and proposals, establishes procedures, prepares recommendations and reports regarding revenues, prepares claims and analytical reports.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business Administration, Accounting or related field and two years of experience in the preparation, analysis, or review of financial claims. Relevant additional education may be substituted for experience on a year-for-year basis to a maximum of one year.

SALARY GRADE: 20

FINANCIAL ANALYST

Conducts financial analyses of information pertaining to cash management, and revenue sources, reviews financial statements, prepares forecasts and analyses of financial and debt ratios.

MINIMUM QUALIFICATIONS: Bachelor's Degree and two years of experience in financial planning, cash flow analysis, or analysis of financial statements; or Master's Degree in Business Administration, Finance or Accounting.

SALARY GRADE: 19

LEGISLATIVE TECHNICIAN

Analyzes fiscal and programmatic effects of the operating and capital budgets, collects relevant data, prepares reports and assists in researching a variety of issues.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Finance, Accounting, Political Science, Economics, Public Administration, Business Administration, Urban Policy or Social Welfare.

SALARY GRADE: 17

ASSISTANT LEGISLATIVE ANALYST

Assists in performing fiscal and programmatic analyses. Collects and analyzes data and researches a variety of legislative issues. Meets with department heads and reports recommendations.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Finance, Accounting, Political Science, Economics, Public Administration, Urban Policy, Social Welfare, or Business Administration and two years of government experience in the analysis of programs, management, finance, personnel or budgets; or Master's Degree in specified fields or satisfactory equivalent combination.

SALARY GRADE: 21

LEGISLATIVE ANALYST

Performs thorough fiscal and programmatic analysis. Analyzes the effects of proposed budgetary changes, assesses the impact upon governmental operations and prepares resolutions and local laws.

MINIMUM QUALIFICATIONS: Master's Degree in Finance, Political Science, Economics, Public or Business Administration, Urban Policy or Social Welfare and three years of analytic experience in management, finance, personnel, policy or budgets; or Bachelor's Degree in above specified fields and five years of such experience; or equivalent combination.

SALARY GRADE: 25-1

LOAN ADVISOR

Assists and advises property owners in completing home improvement loan applications, forwards applications to banks, negotiates terms, and ensures follow-up during processing. May provide counseling or family budgeting.

MINIMUM QUALIFICATIONS: Bachelor's Degree and two years of experience in financial counseling, banking or loan application review; or, Graduation from a standard senior high school or possession of a high school equivalency diploma and six (6) years of experience in financial counseling, banking or loan application evaluation; or, an equivalent combination of the above education and experience.

SALARY GRADE: 20

GRANTS TECHNICIAN

Assists in research, prepares status reports and illustrative graphs and tables, compiles data and maintains records.

OFFICE SYSTEMS TECHNICIAN

Assists with the installation of office automatic equipment and conversions from manual to automated systems. Installs equipment, diagnoses equipment problems and assists personnel in learning use of the equipment.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in a position working with automated office equipment. At least one (1) year of experience must include system installation, configuration, evaluation and trouble-shooting.

NOTE: Additional education in a computer related field from a New York State or regionally accredited college or university will be substituted for the one (1) year of general experience with automated office equipment. Additional education from a New York State or regionally accredited college or university which includes six (6) credits per year in data processing or computer science will be substituted on a year-for-year basis for all experience. Coursework in computer technology from a non-degree-granting computer training institution may be accepted based upon credit hour equivalence.

SPECIAL NOTE: Because of the rapid evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.

SALARY GRADE: 17

OFFICE SYSTEMS ANALYST I

Assists in evaluating the effectiveness of various types of electronic office systems and determining automation needs, including analysis of paper flow, records requirements and software requirements.

MINIMUM QUALIFICATIONS: Two years of college, including or supplemented by 12 credits in data processing, or high school and four years of experience in the analyses and/or design or selection of electronic office equipment; or equivalent combination of education and experience.

SALARY GRADE: 19

OFFICE SYSTEMS ANALYST II

Determines the need for electronic office systems, selects appropriate systems, and recommends modifications to present systems for improved effectiveness.

MINIMUM QUALIFICATIONS: Bachelor's Degree, including or supplemented by 12 credits in a computer related field, and two years of experience in the analysis, design or selection of electronic office systems; or high school and six years of such experience; or equivalent combination of education and experience.

SALARY GRADE: 21

SOCIAL SERVICES MANAGEMENT SYSTEMS SPECIALIST

Coordinates and implements automated management systems. Determines feasibility of applying data processing techniques to new or existing functions, provides liaison with local and state staff, prepares manuals on access and use of system capabilities.

MINIMUM QUALIFICATIONS: Bachelor's degree and two years of experience planning and developing computerized systems, one year of which is involved with New York State Department of Social Services' systems.

DATA BASE COORDINATOR

Maintains, modifies and updates a specialized data base system to meet the needs of a County department. Determines work priorities, implements changes and new applications. Develops new software applications, writes programs, establishes backup files, provides documentation and reports.

MINIMUM QUALIFICATIONS: Bachelor's Degree, including 30 credits in math or one of the natural, physical or biological sciences, and two years of experience in data base maintenance.

SALARY GRADE: 22

BUDGET SYSTEMS ANALYST

Develops and implements computerized budgeting systems, converts manual procedures to computerized systems. Develops systems to forecast trends and prepare reports.

MINIMUM QUALIFICATIONS: Bachelor's Degree and one year of experience in data processing systems analysis for budgetary review and preparation.

SALARY GRADE: 25

FORMS ANALYST

Evaluates and designs forms used in data processing and manual administrative procedures. Analyzes information needs of a department and develops new or revised forms to process and maintain records and reports more effectively.

MINIMUM QUALIFICATIONS: Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree, and three (3) years of experience in forms analysis and design; or, Graduation from a New York State or regionally accredited college or university with an Associates Degree, and five (5) years of experience in forms analysis and design; or, Graduation from a standard senior high school or possession of a high school equivalency diploma, and seven (7) years of experience in forms analysis and design; or, An equivalent combination of the above education and experience.

SALARY GRADE: 22

DATA ENTRY OPERATOR

Operates a data entry machine that converts source information to punch cards or magnetic impulses on tapes or disks; performs routine coding, maintains files of source documents, verifies accuracy of data entered and operates related office equipment.

MINIMUM QUALIFICATIONS: There are no minimum education or experience requirements for this job.

SALARY GRADE: 9

SR. DATA ENTRY OPERATOR

Supervises and participates in the work of a data entry unit engaged in entering accounting or statistical data to punch cards or magnetic impulses on tapes or disks; instructs new personnel in unit operations, recommends procedural improvements.

MINIMUM QUALIFICATIONS: High school diploma and two years experience in a data processing facility as a keypunch operator or data entry operator. Additional experience as a keypunch or data entry operator may be substituted for education on a year-for-year basis.

SALARY GRADE: 11

MINIMUM QUALIFICATIONS: Bachelor's Degree; or high school diploma and four years of experience in preparing, researching and/or monitoring state or federal grants; or satisfactory equivalent combination of education and experience.

SALARY GRADE: 17

GRANTS ANALYST

Researches governmental and private sources of financial and technical aid and assists agencies in the preparation, development and use of grant-in-aid programs.

MINIMUM QUALIFICATIONS: Bachelor's Degree plus one year of graduate level education; or high school diploma and 5 years of experience in preparing or monitoring grants; or equivalent combination of training and experience.

SALARY GRADE: 19

MANAGEMENT TECHNICIAN

Assists in analyzing administrative systems and procedures, develops proposals for improved effectiveness and evaluates results of implementation.

MINIMUM QUALIFICATIONS: Bachelor's Degree.

SALARY GRADE: 17

MANAGEMENT ANALYST

Performs analytical studies to evaluate effectiveness of management policies, procedures or programs. Gathers, relates and identifies data by applying personal judgment and mathematical tests. Prepares written reports indicating solutions to operational problems or alternative plans.

MINIMUM QUALIFICATIONS: Bachelor's Degree and one year experience in devising, analyzing or reviewing administrative, budgetary or personnel methods. Additional education in the above areas can be substituted for the experience.

SALARY GRADE: 19

OPERATIONS REVIEW SPECIALIST

Performs operational and financial reviews of departments and contract agencies to improve the efficiency and economy of their operations. Develops objectives and guidelines, coordinates data, determines compliance with standards and recommends improvements.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business Administration, Management or Accounting and two years of experience in performing research, audits or analyses for a government or contract agency.

NOTE: Additional relevant education may be substituted for experience on a year-for-year basis.

SALARY GRADE: 20

PROGRAM EXAMINER TRAINEE

Performs beginning level work including policy analysis, budgetary review, management and operations research and comparative cost analysis; collects and analyzes data and participates in studies and reviews policy alternatives.

MINIMUM QUALIFICATIONS: Bachelor's Degree.

SALARY GRADE: 17

PROGRAM EXAMINER

Performs studies and analysis to evaluate the effectiveness of County governmental policies, programs and administrative processes. Identifies parameters, collects data, reviews policy alternatives, prepares costs analyses, evaluates service delivery.

MINIMUM QUALIFICATIONS: Bachelor's Degree and two years of experience in the analysis of government policy, budgetary management or operations research.

NOTE: Additional relevant education will be substituted for experience on a year-for-year basis.

SALARY GRADE: 20

PLANNING AIDE

Assists in conducting surveys to gather statistical, sociological and economic data for community planning and zoning projects. Prepares charts, graphs and maps outlining the results and makes revisions of existing rough drawings or projects as planning patterns change.

MINIMUM QUALIFICATIONS: Bachelor's Degree

SALARY GRADE: 17

PLANNER

Plans and conducts research on planning and development problems. Prepares charts, maps and narrative reports outlining findings and resulting recommendations. May supervise a small staff of sub-professional planning and drafting personnel.

MINIMUM QUALIFICATIONS: Bachelor's Degree and one year of experience in community or regional planning. Additional graduate education will be substituted for the experience.

SALARY GRADE: 21

RESEARCH TECHNICIAN

Gathers technical information and data for needed planning. Compiles data and prepares graphs, tables and maps. May assist in converting information into machine form for data processing. Employs comparative methods to analyze critical data.

MINIMUM QUALIFICATIONS: Bachelor's Degree; or high school diploma and four years of experience in developing and conducting managerial and operational research studies or satisfactory equivalent.

SALARY GRADE: 17

RESEARCH ANALYST

Performs research and evaluation studies. Collects statistical information, analyzes and interprets data, makes projections based upon data compiled and prepares research reports.

MINIMUM QUALIFICATIONS: (a) Graduation from a New York State or regionally accredited college or university with a Master's Degree in Research, Management and Policy Analysis or a related field; or, (b) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree, and two (2) years of experience in the development and conduct of managerial and operational research studies; or, (c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience;

MINIMUM QUALIFICATIONS: Five years of computer programming experience; or Bachelor's Degree in Computer Science and one year of experience; or satisfactory equivalent.

SALARY GRADE: 24

PROGRAMMER ANALYST

Develops programs and/or designs and enhances software systems, assists in preparing specifications, codes instructions, documents programs and assists in feasibility studies.

MINIMUM QUALIFICATIONS: Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree in Computer Science, and one (1) year of experience in systems analysis and computer programming; or, Graduation from a New York State or regionally accredited college or university with an Associate's Degree in Computer Science, and three (3) years of experience in systems analysis and computer programming; or, Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of experience in systems analysis and computer programming; or, An equivalent combination of the above education and experience.

NOTE: Coursework in computer programming or computer technology from a non-degree granting computer training institution may be accepted based upon credit hour equivalence.

SALARY GRADE: 24

SR. PROGRAMMER ANALYST

Participates in highly complex systems development projects, prepares diagrammatic plans, confers with officials to define procedures and discuss solutions, supervises system surveys and maintains efficient computerized operations.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Computer Science and three years of experience in computer programming or systems analysis; or high school diploma and seven years of experience (including three in systems analysis); or satisfactory equivalent combination.

SALARY GRADE: 27

SYSTEMS PROGRAMMER

Coordinates programming and systems staff to maintain and modify a data processing system, initiates feasibility and system design studies, proposes modifications to hardware and software procedures.

MINIMUM QUALIFICATIONS: Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree, and three (3) years of experience in programming, at least one (1) year of which has been in systems programming; or, Graduation from a standard senior high school or possession of a high school equivalency diploma, and seven (7) years of experience in programming, at least one (1) year of which has been in systems programming; or, An equivalent combination of the above education and experience.

NOTE: Up to two (2) years of post-graduate education towards a Master's degree in Computer Science will be substituted on a year-for-year basis for experience in general programming. There will be no substitution allowed for the one (1) year of experience in systems programming.

SALARY GRADE: 24

MINIMUM QUALIFICATIONS: High School diploma and six months experience in the operation of medium or large scale computer systems, or completion of a course in computer operations, including at least three hundred hours of instruction.

NOTE: Computer operation involves technical work in the running of a computer system including a central processor and peripheral equipment.

SALARY GRADE: 13

COMPUTER OPERATOR II

Operates complex computer systems, controls processing of jobs, monitors remote site terminals, checks for malfunctions and maintains records.

MINIMUM QUALIFICATIONS: High School diploma and one year of experience operating a system with a minimum of 1.5 million bytes of main memory. A 300-hour course in computer operations can substitute for 6 months of experience.

SALARY GRADE: 16

COMPUTER PROGRAMMER TRAINEE

Participates in a training program to prepare program instructions, assists in preparation of block diagrams, flow charts and other technical material, codes program instructions and assists in testing and debugging programs.

MINIMUM QUALIFICATIONS: Bachelor's Degree or Associate's Degree in Data Processing; or high school graduation and four years of experience operating data processing equipment.

SALARY GRADE: 17

COMPUTER PROGRAMMER

Develops and prepares computer programs to adapt various operations to electronic data processing. Performs actual testing, modifies programs, prepares instructional sheets, verifies accuracy and evaluates for efficiency.

MINIMUM QUALIFICATIONS: Successful completion of forty-five (45) credit hours toward a Computer Science or Computer Information Systems Degree including at least twelve (12) credit hours in computer programming from a New York State or regionally accredited college or university, and six (6) months of experience in computer programming; or, Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in computer programming; or, An equivalent combination of the above education and experience

NOTE: Course work in computer programming from a non-degree-granting computer training institution may be accepted based upon credit hour equivalence.

SALARY GRADE: 21

SR. COMPUTER PROGRAMMER

Plans and prepares detailed diagrammatic plans to solve problems through the use of complex computer equipment. Analyzes complex problems, determines solutions, supervises testing, makes technical refinements and supervises programmers.

rience in the development and conduct of managerial and operational research studies; or, (d) An equivalent combination of education and experience as defined by the limits of (a), and (b) and (c).

SALARY GRADE: 20

STATISTICIAN

Plans statistical studies, evaluates collected data and prepares analytical reports.

MINIMUM QUALIFICATIONS: Bachelor's Degree and three years of experience in statistical analysis. Relevant additional education can be substituted for the experience.

SALARY GRADE: 21

PURCHASING TECHNICIAN

Reviews and edits purchase requisitions, interviews vendors, explains procedures, writes specifications, awards bids, and expedites delivery.

MINIMUM QUALIFICATIONS: Bachelor's Degree; or high school diploma and four years of experience in purchasing, marketing or buying for a commercial, industrial or government agency. An equivalent combination of the above education and experience.

SALARY GRADE: 17

PURCHASING AGENT

Purchases assigned types of commodities of moderate complexity as a part of a central purchasing operation. Communicates with vendors and officials, revises specifications and obtains bids.

MINIMUM QUALIFICATIONS: Bachelor's Degree and two years of experience in large scale purchasing, marketing or buying for a commercial, industrial or government agency or high school and 6 years of experience or equivalent combination.

SALARY GRADE: 20

TITLE SEARCHER

Performs technical work examining ownership or property by reference to libers, abstracts, tax records, tax maps and court records. Locates and supplies property descriptions and prepares diagrams.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience inspecting and examining titles to real property. Additional education may be substituted for experience.

SALARY GRADE: 13

CONTRACTS TECHNICIAN

Reviews, maintains and modifies contractual and compliance records and related materials. Administers contracts derived from the budget process in accordance with local, state and federal guidelines.

MINIMUM QUALIFICATIONS: High school diploma and three years of experience in budgeting, accounting, contract administration or claims processing, one year of which must have been in contracts administration and interpretation.

SALARY GRADE: 15

CONTRACTS EXAMINER

Performs specialized work in drafting and administering contracts and related materials, reviews procedures for effectiveness, forecasts needs, assists in technical reviews.

MINIMUM QUALIFICATIONS: High School diploma and six years of budgeting contracts administration, claims processing or accounting experience, two years of which must have been in contracts administration and interpretation. Additional relevant education may be substituted for experience on a year-for-year basis to a maximum of four years.

SALARY GRADE: 20

LAND MANAGEMENT SPECIALIST I

Performs technical work in searching for the titles of real property that is to be acquired or is being considered for acquisition for use by the County; performs related work as required.

MINIMUM QUALIFICATIONS: High school diploma and two years experience in the appraisal, purchase, sale, acquisition, title search or management of real property. Relevant additional education may be substituted for experience on a year-for-year basis. Possession of a New York State Real Estate Broker's license will substituted for one year of the above experience.

SALARY GRADE: 13

LAND MANAGEMENT SPECIALIST II

Performs specialized but routine field and office work in the collection of data necessary for real property transactions, appraisals management, and evaluation and for the execution of agreements for real property transactions; examines maps, prepares agreements, negotiates sales and conducts inventories.

MINIMUM QUALIFICATIONS: High School diploma and three years experience in the appraisal, purchase, sale, acquisition, title search or management of real property. Relevant additional education may be substituted for experience on a year-for-year basis for a maximum of two years. Possession of a New York State Broker's license will substitute for one year of experience.

SALARY GRADE: 16

ADMINISTRATOR I

Performs administrative duties in the areas of personnel, budget preparation and accountability and office management in a governmental department. May supervise clerical staff engaged in maintenance of administrative records and interpret departmental regulations to subordinate staff, division heads and the general public.

MINIMUM QUALIFICATIONS: Bachelor's Degree and three years of general administrative experience. Additional education may be substituted for experience.

NOTE: Additional education will be substituted for experience on a year-for-year basis.

SALARY GRADE: 21

LABOR RELATIONS ANALYST

Performs a variety of duties pertaining to County-wide labor relations programs. Collects data for use in negotiations, investigates issues brought to arbitration, assists in resolving grievances.

MINIMUM QUALIFICATIONS: Bachelor's Degree and one year of municipal personnel and labor relations experience.

SALARY GRADE: 19

LABOR TECHNICIAN

Supervises and evaluates the activities of participants in employment and training or field work programs. Transports workers to and from job sites. Provides vocational counseling.

MINIMUM QUALIFICATIONS: Bachelor's Degree; or high school diploma and four (4) years of experience in personnel selection or placement, personnel administration or labor relations, business or public administration or field work supervision; or, an equivalent combination of the above education and experience. Possession of the appropriate New York State driver's license.

SALARY GRADE: 17

LABOR SPECIALIST I

Participates in the operation of occupational, job training or placement programs. Ensures participants are aware of procedures, assists applicants in evaluating their abilities, develops employment plans and reviews complaints. Compiles related statistical data, prepares reports and may supervise several Labor Technicians.

MINIMUM QUALIFICATIONS: Bachelor's Degree and one year of experience in personnel selection or placement, personnel administration, labor relations, business or public administration or field work supervision; or high school and five (5) years of experience in personnel selection or placement, personnel administration or labor relations, business or public administration or field work supervision; or, an equivalent combination of the above education and experience except that education beyond a Bachelor's Degree may be substituted for experience on a year-for-year basis.

SALARY GRADE: 19

PERSONNEL TECHNICIAN

Performs entry professional work including reviewing applications for eligibility, assisting in classification surveys, writing examination items and serving as liaison to other agencies on civil service matters.

MINIMUM QUALIFICATIONS: Bachelor's Degree and one year of full-time personnel experience in a personnel office; possession of a valid N.Y.S. driver's license.

SALARY GRADE: 17

DATA PROCESSING

DATA PROCESSING EQUIPMENT OPERATOR

Performs technical work involving the processing of data from different sources by operating a variety of peripheral equipment such as personal computers and other computer related equipment.

MINIMUM QUALIFICATIONS: High School diploma and one year of experience operating peripheral data processing equipment. Additional experience may be substituted for education.

SALARY GRADE: 10

COMPUTER OPERATOR I

Operates electronic data processing equipment associated with a computer system such as tape and disk drives and printers. Runs programs through computer in accordance with recognized procedures and maintains operating records, assists in monitoring the console.