** PLEASE POST **

TO: All PEF Offices

FROM: Human Resources

DATE: February 19, 2020

RE: Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

- **Position:** MBP – Programmer/Analyst
- **Location:** Membership Benefits (Albany)
- **Salary:** $57,351 + (Category 11, Hiring Rate of the PEF/USW salary schedule)
  
  *PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit applications in writing to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached.

cc: Statewide Officers
    Regional Coordinators
    Trustees
    USW 9265 President
Position Title: Programmer/Analyst

Department: Membership Benefits - MIS

Position Summary: Under the direction of the Information Technology Manager, or his/her designee, works with other department staff in the design, installation and maintenance of computer systems and related services at headquarters and regional offices. Provides support services for officers and staff.

Qualifications: Associate’s degree in data processing and/or six months experience in systems analysis. Knowledgeable in personal computer software and hardware. Competency in one or more programming languages. Familiar with relational database design and development, conceptual and physical data modeling, object-oriented programming in client/server environment, and graphical user interface (GUI) design and development.

Key Functions:

*1. Meet with users to identify needs and requirements, conduct feasibility studies and perform cost/benefit analyses.

* 2. Develop system requirements.

* 3. Design and develop databases.

* 4. Write program specifications.

* 5. Define test criteria and testing procedures.

* 6. Create implementation plans.

* 7. Write program documentation, operations manuals, user procedures and manuals.

* 8. Develop and implement procedures for data security, disaster recovery and data integrity.

* 9. Maintain software and hardware.

*10. Function as backup for operations staff.

11. Other related duties as assigned.

*12. Consistent and reliable attendance.

* Identifies essential function/fundamental job duty.

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