

PROGRAMMER**Nature of Work**

Under close supervision, performs work at the trainee/entry level in computer programming, using clearly defined program specifications and instructions. Codes application programs, and prepares documentation of work produced. An irregular work schedule may be required of this position. Performs related work as required.

Distinguishing Characteristics

This is an entry level programming position. Work is checked on a regular basis. Work assignments consist primarily of coding assignments and the projects are well-defined. As additional skills are demonstrated, the employee is given more latitude to perform with less supervision.

Examples of Work

- Receives on-the-job training and acquires knowledge of the function and capabilities of the data processing equipment and the departmental requirements for data processing.
- Reviews program specifications or clearly-defined instructions; codes program into designated computer language; debugs program by desk checking; runs compiler program for diagnostic errors; tests program using test data; corrects logic errors and prepares program documentation.
- Assists more experienced programmers in the development and maintenance of programs.
- Participates in self-study programs and vendor supplied courses.
- Reviews and modifies existing computer programs of limited complexity.
- Performs routine duties such as keying programs, creating or changing job control language, maintaining documentation, up-dating data processing manuals.
- May attend user meetings under the guidance of a programmer analyst.

Knowledge, Skills and Abilities

- Knowledge of computer programming language.
- Knowledge of basic mathematical computations.
- Knowledge of basic data processing concepts and data processing equipment usage.

PROGRAMMER (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Ability to code entry level computer programs.
Ability to present ideas in a clear, concise format using narrative statements and logic diagrams.
Ability to maintain effective working relationships with data processing personnel and user agency personnel.
Ability to understand technical manuals.
Ability to follow written and oral instructions.

Minimum Qualifications

Training: An Associate Degree in computer science or related field including but not limited to business data programming, business systems analysis, computer accounting, computer and information systems, computer servicing technologies, information systems management, data processing, or computer engineering from an accredited college, university or business school.

Substitution: Two years of full-time or equivalent part-time paid computer programming experience in one or more programming or data base languages may substitute for the required training on a year-for-year basis. OR Bachelor's degree from an accredited college or university in computer science or related field including but not limited to business data programming, business systems analysis, computer accounting, computer and information systems, computer servicing technologies, information systems management, data processing, or computer engineering may be substituted for the required training on a year-for-year basis.

Promotional Only: Two years of experience in computer operations or data job submission.

Established: 3/21/96
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