

Code: 1462

Title: PROGRAMMER

SUMMARY: This classification creates, runs, de-bugs, tests, modifies, and documents computer programs. Duties include the revision and refinement of existing County and commercial computer programs to meet user requirements, assuring compatibility with other affected programs and operating systems.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prepares and reviews detailed flow charts, diagrams, and programs from rough notes, records, narrative statements and other data;
Creates, using the appropriate machine-language(s), new County/Department computer programs, to include testing, de-bugging, and evaluation of programs to assure desired results are achieved;
Maintains, de-bugs, revises, and refines existing programs;
Prepares and maintains comprehensive program documentation, records, and reports associated with all work activity;
Plans and develops programming procedures in concert with others;
Reviews the work of other programmers and assists as needed, identifying and resolving problems applicable to the programs in use;
Meets with end-users of programs to better define their needs and/or identify problems encountered which may result from program errors or anomalies;
Determines suitability and means of converting data into a logical sequence of machine operations.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of applications programming and basic systems analysis applicable to area of assignment;
- principles and techniques of block diagramming and flow-charting;
- machine language(s) applicable to area of assignment;
- operating principles, capabilities, and limitations of information processing systems;
- principles and techniques for the adaptation of office procedures to information processing systems;
- mathematics and statistical methods applicable to the use of information processing systems;
- research methods including the design, analysis and documentation of results;
- effective communication techniques.

Skill in:

- analyzing application programs and system operations and organizing their component parts into logical order;
- developing and preparing program block diagrams and flow-charts;
- creating or revising programs, using appropriate machine language(s);
- identifying, analyzing, and resolving programming problems applicable to information processing systems;
- organizing, conducting, analyzing, and documenting computer program research and development;
- communicating effectively.

MINIMUM QUALIFICATIONS: EITHER:

(1) Two years of programming experience.

OR:

(2) An Associate's degree from an accredited college, university or technical school with a major in computer science, information systems, programming or programming analysis.

OR:

(3) An Associate's degree from an accredited college, university or technical school with a major in mathematics, engineering or business administration and six months of programming experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or Courts facilities, property and associated confidential and sensitive information, documents, communications and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.