

COMPUTER PROGRAMMER

Code No.: 4-01-008
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical data processing position involving responsibility for designing and testing program logic, for coding programs, and preparing them for computer operations. Employees in this class assist the systems designer in establishing file requirements and processing specifications for automated portions of the system. The work is performed under the general supervision of a higher level staff member within systems and programming. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops accurate and effective computer programs;

Maintains current knowledge of department, coding methods, and operating requirements;

Tests programs thoroughly;

Assists in the design of automated portions of system;

Analyzes program specifications for completeness and conformance to standards;

Designs program logic to meet specifications and to adhere to prescribed standards;

Codes programs;

Prepares test data and tests coded programs to validate accuracy;

Documents programs according to installation standards;

Tests, checks and corrects programs;

Reviews current computer program for refinements and increased operating efficiency;

Fulfills administrative reporting requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the logical working of a computer and its operating capacities; good knowledge of the methods of logical deduction; good knowledge of flow charts and codes required to process data; good knowledge of coding language used in department; good knowledge of the use of program compilers and all equipment necessary in processing various jobs; working knowledge of higher level programming languages; working knowledge of documentation techniques; ability to recognize the impact of programming on operations; ability to develop accurate and effective computer programs; ability to test, check and correct programs; ability to assist in the design of automated portions of system; ability to analyze and meet program specifications; ability to code programs; ability to establish and maintain effective professional relationships; attention to detail; physical condition commensurate with the

demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of a high school equivalency diploma, plus three (3) years of full-time or its part-time equivalent paid experience in computer data processing activities, at least two (2) years of which shall have been in computer programming; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a computer science field, plus two (2) years of full-time or its part-time equivalent paid experience in computer data processing activities, one (1) year of which shall have been in computer programming; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a computer science field, plus one (1) year of full-time or its part-time equivalent paid experience in computer programming; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years of full-time or its part-time equivalent paid experience in computer programming; OR,
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 14, 1966

REVISED: April 15, 1982