

Department: Data Processing
Classification: Competitive
Grade: 8

SPEC DISK F6
DOCUMENT 12

COMPUTER PROGRAMMER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for learning and performing the duties and techniques of beginning level Computer Programmer work. The Trainee undergoes on-the-job training to become qualified as a Computer Programmer proficient in developing individual programs, documenting program logic, coding programs using program languages, and testing and debugging programs. Duties are of a limited nature and are performed under close and continuing supervision of the Director of Data Processing or another competent employee assigned by the Director of Data Processing. Supervision over the work of others is not a responsibility of this class. The incumbent does related work as required.

Note: Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Computer Programmer without further examination.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Designs report and file layouts based on specifications received from Computer Programmer or Director of Data Processing.

Writes programming code based on the same specifications.

Uses existing data files or creates test data to fully test compiled program.

Codes Job Control Language (JCL) to run the program.

Executes the program against different versions of test files, if necessary, to test the functioning of the program.

Makes changes to the program as indicated by the results of testing.

Prepares production JCL when the program has been fully tested, and, if necessary, runs a System Test against a production set of files.

Documents the finished program, as appropriate.

Instructs user personnel in the operation of the program.

Makes changes to programs, as directed, with appropriate changes in documentation.

Uses various System Utilities to perform a variety of functions including copies from a variety of media including disk, diskette, tape and personal computers to any of the same media as well as printers.

Consults with superiors and reports problems and deviations affecting work load and scheduling.

Operates an electronic computer and related peripheral equipment and performs file backups and/or restores as needed by the Director of Data Processing.

Writes requisitions, vouchers, invoices, and other correspondence as required

by superiors.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn and be trained in the procedures and techniques of computer programming; ability to understand and interpret written material; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or N.Y.S. registered college or university with a Bachelors of Science Degree in Computer Science or related field supplemented by a minimum of sixteen (16) credit hours in Data Processing; or

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- (b) Graduation from a regionally accredited or N.Y.S. registered two (2) year college or university with an Associate Degree in Data Processing; Computer or related field and two years of paid experience in Data Processing; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid experience in data processing operations; or
- (d) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Candidates must possess a minimum of six (6) credits in computer science including computer programming at the time of appointment or attain the required college credits during the one (1) year traineeship.

Upon satisfactory completion of the one year training period, the appointee must possess an equivalent combination of training and experience sufficient to satisfy the minimum qualifications as defined in the specification for Computer

Programmer.

Adopted 10/05/89