COMPUTER PROGRAMMER I

NATURE OF WORK IN THIS CLASS:

This is routine technical electronic computer programming work.

Employees in this class perform technical computer programming duties of limited scope and complexity independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Reviews predetermined program specifications for completeness and compatibility with computer programming capabilities.

Converts predetermined program information and specification of limited scope and complexity into the basic logic patterns used by the electronic computer through the use of block diagrams, flow charts, or other appropriate graphic means.

Translates graphic forms of prepared basic logic into appropriate symbolic machine language.

Analyzes block diagrams, flow charts, or other prepared graphic forms of basic logic for errors in logic and machine capabilities.

Selects or prepares input data which will verfiy a program's intended effectiveness.

Prepares detailed documentations and operating instructions of operational programs with limited scope and complexity.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of electronic data processing principles and practices.

Knowledge of computer programming principles, techniques and practices.

Knowledge of computer capabilities.

Ability to think logically and apply sound judgment in analyzing and organizing problems or work processes for computer solutions.

Ability to work effectively with employees and the public.

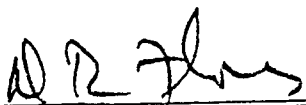Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized college or insitution with an
Associate's degree in computer science; or

(B) Two years of experience as a computer operator and completion
of 12 semester hours in data processing and computer programming, and
graduation from high school; or

(C) Any equivalent combination of experience and training which
provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

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DAVID R. FLORES, Executive Director
Civil Service Commission