COMPUTER PROGRAMMER III

NATURE OF WORK IN THIS CLASS:

This is complex technical electronic computer programming work.

Employees in this class perform the full range of complex technical computer programming duties of wide scope and complexity, and serve as team or group leaders over subordinate technical staff.

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.)

Leads the review and analysis of a wide range of program specifications for completeness and compatability with computer programming capabilities.

Leads programmers in converting program specifications into the basic logic patterns used by the electronic computer through an appropriate graphic means and then translates logic pattern into an appropriate symbolic machine language.

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

Confers with supervisors or other technical employees to resolve program intent, input/output requirements, and the use of internal checks and controls.

Selects and prepares input data which will verify a program's intended effectiveness.

Designs, researches, writes and revises programming standards and procedure manuals.

Reviews and rewrites programs of wide scope and complexity to increase operating efficiency or to update programs to new requirements.

Participates in feasibility and system studies or advises in computer programming as assigned.

Reduces difficult program specifications into sub-sections of less complexity for distribution to subordinate programmers for translation into machine recognizable language.

Leads staff in preparing detailed documentation and operating instructions of fully operational programs.

Assists appropriate personnel in testing and de-bugging programs by interpreting machine halts and correcting error conditions.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer programming principles, techniques and practices.

Knowledge of the principles and practices of electronic data processing.

Knowledge of computer operating capabilities.

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

Ability to lead the work of others.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Skill in using computer programming principles and techniques.

MINIMUM EXPERIENCE AND TRAINING:

a) One year of experience as a Computer Programmer II or equivalent work and graduation from a recognized college with an Associate's degree in computer science or related field; or

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

Established: July 1980

DAVID R. FLORES, Executive Director
Civil Service Commission