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| **CLASS CODE:** 2105 **PAY GRADE:** 021  |

**CLASS TITLE:** COMPUTER PROGRAMMER/ANALYST I - F/C

**ALLOCATION FACTOR(S)**

This is independent work writing, coding, testing and maintaining computer programs; and/or assisting in providing analytical support for the design, development, maintenance and enhancement of computer systems components. The employee(s) in the position(s) allocated to this class must spend a minimum of 75 percent of their time performing duties which involve contact with patients/inmates in a correctional or forensic facility or institution.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

* Develops detailed flow charts necessary for complex computer programs.
* Develops, writes, tests, debugs and documents complex and intricate computer programs.
* Maintains, updates and modifies current computer programs.
* Develops on-line programs requiring updating, balancing and inquiry response.
* Develops communication programming interface techniques.
* Troubleshoots computer run malfunctions.
* Assists higher level analysts in developing and designing modifications and improvements to existing applications.
* Prepares instruction manuals.
* Analyzes computer program requirements.
* Develops test data and/or job control language for program and systems testing.
* Provides estimated cost data to users.
* Provides technical assistance to and trains computer programmers.
* Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

* Knowledge of the principles, practices and techniques of computer programming and analysis.
* Knowledge of data processing flowcharting techniques.
* Knowledge of mathematics.
* Knowledge of computer programming languages.
* Ability to think logically and to analyze and solve problems.
* Ability to write, code, test and debug computer programs.
* Ability to interpret technical information relating to computer programming and data processing.
* Ability to perform mathematical calculations.
* Ability to plan, organize and coordinate work assignments.
* Ability to communicate technical data processing information effectively.
* Ability to establish and maintain effective working relationships with others.

**MINIMUM QUALIFICATIONS**

* A bachelor's degree from an accredited college or university and one year of experience in computer systems analysis and/or computer programming; or
* A bachelor's degree from an accredited college or university with a major in one of the computer sciences or in management information systems; or
* Two years of experience as described above and either (1) completion of a 720 classroom hour program of study from a vocational/technical school or accredited community college in an area of data processing (excluding data entry), or (2) 60 semester or 90 quarter hours of college course work from an accredited institution which includes four courses in computer science or management information systems.
* Experience as described above can substitute on a year-for-year basis for the required college education.
* Completion of a one-year program of study from a vocational/technical school in an area of data processing (excluding data entry) can substitute for one year of the required experience.

**EFFECTIVE:**

11/10/1998

**HISTORY:**

12/20/1994

02/28/1990