Job Code: 451.1

Job Title: **PROGRAMMER**

Pay Grade: 13

GENERAL SUMMARY:

Provides basic data processing services, including creating, developing, testing, modifying and implementing coding for computer applications, data manipulation, mathematical calculations, files and reports.

RESPONSIBILITIES:

- Writes and modifies computer programs to provide requested files, calculations, reports, etc.

- Develops, tests and de-bugs computer programs.

- Analyzes, identifies and solves problems in computer programs.

- Creates graphs, charts and tables using graphics software.

- Verifies and documents database and report programs/systems.

- Documents changes to existing computer systems.

- Designs minor specifications.

- Writes subroutines, macros, utility programs and JCL.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Computer Science, Mathematics, Management and Information Systems or a closely related field.

EXPERIENCE:
No experience is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED :

    Direct Supervision:
No direct report employees.

    Indirect Supervision:
No indirect reports.

CONTACTS:

    Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

    External Contacts:
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
    Programmer
    Programmer Analyst I
    Programmer Analyst II
    Programmer Analyst III
    Programmer Analyst IV
    Systems Consultant
    IRM Manager
    Information Systems Administrator (Executive Level)

Effective: October 1990
Revised: March 1992