

INFORMATION TECHNOLOGY PROGRAMMING ENGINEER I

NATURE AND VARIETY OF WORK

This is entry level technical software and applications development work. Under general supervision, incumbent develops, maintains software, and integrates software packages to satisfy user requirements. Responsibilities include assisting in designing, coding, testing and analyzing software programs and applications, including research, design, documentation, and modifying software specifications throughout the production lifecycle.

Upon the satisfactory completion of a probationary period, entry-level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Learns the operating procedures for a variety of applications development activities.

Assists with researching higher level programming engineer, analyzing, preparing, and documenting software requirements and specifications.

Assists higher level programming engineer with designing software applications.

Assists higher level programming engineer with writing software programs and applications according to design specifications and standards.

Tests, verifies, and validates accuracy and completeness of software programs and applications; analyzes and corrects program errors and improves development techniques.

Drafts and maintains basic user and technical documentation for software systems.

Drafts miscellaneous reports and informational material.

Writes data processing instructions for operating personnel.

Works collaboratively in a team environment.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of standard computer operating environments.

Basic knowledge of database concepts.

Basic knowledge of the principles of systems analysis and design.

Basic knowledge of screen and user interface design concepts.

Basic knowledge of software development life cycle methodologies.

Basic skill in writing software according to design specifications and standards.

Ability to read and understand technical manuals and information; and, apply knowledge gained to the work environment.

Ability to apply fundamental logic in analyzing methods and procedures and to present logical and intelligible solutions to software development problems.

Ability to test, verify, and validate software programs and applications.

Ability to write basic user and technical documentation for software systems.

Ability to establish and maintain effective working relationships with other technical staff, vendors, and customers.

Ability to communicate effectively, both orally and in writing, with internal and external customers.

Ability to work independently and as a member of a team.

Ability to demonstrate excellence in customer service.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science, mathematics, or business or public administration, or a closely related field; or an equivalent combination of relevant education, training, and experience.