

PROGRAMMER II

NATURE AND VARIETY OF WORK

This is full-performance technical work in devising methods and procedures necessary for programming information for automated systems and peripheral equipment. Incumbents perform the full range of assignments normally characteristic of this level. Work is performed under general supervision and is reviewed for technical accuracy and application.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Conducts assigned research into operating procedures for a variety of activities; prepares comprehensive flow charts and diagrams based on current practices; modifies procedures to gain suitability for machine process.

Analyzes problem outlines in terms of such factors as type and extent of information, variety of items to be processed, extent of information sorting and format of final printed results; prepares diagrammatic plans for data processing.

Verifies accuracy and completeness of programs by preparing sample data and applying to machine process; corrects program errors by revising instructions or altering sequence of operations.

Evaluates and modifies existing programs to take into account changes in procedures or types of reports desired.

Prepares miscellaneous reports and informational material in support of preliminary work programs.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

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 KNOWLEDGES, SKILLS AND ABILITIES

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Knowledge of the application of all major types of tabulating equipment to business, technical and statistical problems.

Knowledge of research techniques and methods and the sources and availability of information.

Ability to understand and follow complex, oral and written instructions.

Ability to visualize the flow of data through machine process and to deal with abstractions.

Ability to develop and define the extent of complex research and work studies.

Ability to establish and maintain effective work relationships with department officials and other employees.

MINIMUM QUALIFICATIONS

Graduation from high school supplemented by basic courses in programming plus one (1) year of experience in this field of work; or equivalent combination of education training and experience.

CREATED: /69

REVISED: 10/88