Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 12/31/2022

COMPUTER PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve analyzing a variety of moderately complex financial and statistical problems for adaptation and programming for computer processing. The work is concerned with the study of problems, flow of information and adaptation for computer use, de-bugging of new programs, and type of input and acceptable output of information from the computer. The incumbent analyzes, organizes, and prepares detailed programmed instructions involving a variety of data for computer processing. The duties also involve aiding a variety of technical and clerical staff in the preparation of data for eventual use. Work is performed under general direction of a Senior Computer Programmer Analyst or other supervisor, with leeway allowed in planning programs for adaptation to the equipment. Supervision over others is not normally a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Designs detailed programs, forms, flow charts and diagrams to adapt business or statistical types of operations to computer processing;

Analyzes the flow of information between the data center and the various units participating in the data processing system;

Prepares sample test data, performs actual testing, and makes modifications, and corrections to programs;

De-bugs new programs to assure completion according to predetermined requirements;

Prepares reports on results of surveys and systems analysis and suggests application to data processing equipment;

Confers with officials to ascertain the nature of projects, the form of source information, and form of results required;

Prepares input and output layouts and diagrams to show sequence of computations for problem solution on computer and related peripheral equipment;

Analyzes problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed, and format of final output;

Enhances system programs to meet changing department needs;

Reports failed elements and software applications to vendor for repair;

Performs basic diagnostic functions to failed elements and replaces as needed;

Consults with superiors and reports problems and deviations affecting workload and scheduling;

May make file backups for archival purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computer programming principles, techniques and concepts; good knowledge of mainframe, mini- or micro-computers and related peripheral equipment operation; working know-ledge of systems analysis applicable to computer programming; working knowledge of the application of computer equipment to accounting and statistical problems; working knowledge of office terminology and procedures; working knowledge of Microsoft Access, Microsoft FoxPro, Microsoft SQL, Visual Basic and VBA, and dBase; ability to translate and adapt administrative, statistical and financial data to programs for use in computer analysis and processing; ability to follow moderately complex oral and written instructions; initiative; accuracy; good judgment.

MINIMUM QUALIFICATIONS: Either:

(A)   Possession of Bachelor's Degree in computer science, data processing or a closely related field; **OR**

(B)   Possession of Associate's Degree in computer science, data processing or a closely related field **AND** two (2) years of experience as a computer programmer; **OR**

(C)   Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as a computer programmer.

NOTES:
1.   Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
2.   Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.

Adopted: 01/28/1982
Revised: 12/28/1990, 06/16/1995, 06/23/1995, 02/27/1997, 05/23/1997, 04/09/2007, 12/31/2022

For Oneida County Government: Title change from "Computer Programmer Technician": 02/27/97