COUNTY OF SOLANO

PROGRAMMER (ENTRY)

Est. 1/95

DEFINITION

Under general supervision, designs and maintains computer software programs; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Programmer series characterized by the responsibility to analyze and code software programs pursuant to a predetermined systems design under general supervision. It is distinguished from Programmer by the latter's responsibility to design and maintain software programs with minimal supervision.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1.	Analyzes all/portions of data flow; confers with systems design personnel to confirm/clarify intent of design steps; applies knowledge of computer capabilities, subject matter and symbolic logic to develop sequence of program steps.

2.	Converts detailed logic flow to applicable computer language; analyzes, reviews and recodes programs to increase operating efficiency and/or adopt to new requirements.

3.	Devises sample input data to provide tests of program adequacy; reviews tests results for conformance with desired output; alters program steps and sequences to correct programming errors.

4.	Preforms computer operations; prints, reviews and distributes production output; loads and unloads printers; initiates, monitors, and controls production jobs; performs data transfer and system back-up.

5.	Compiles documentation of program development, customer/user instructions and subsequent revision; marks code sheet to indicate relationship of code to program steps to simplify debugging.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education, training and experience which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

> Six months of experience programming in Cobol or related computer language and some experience in structured analysis and programming.

Education and/or Experience (Continued)

or

Education equivalent to an Associates Degree in data processing which included course work in Cobol programming may be substituted for the above experience.

Knowledge/Abilities

Considerable knowledge of programming language applicable to specific assignment (Cobol, Basic, Fortran, et al.); structured analysis and programming techniques.

Working knowledge of the principles and practices of electronic data processing and programming methods including problem and functional analysis of computer software applications.

Ability to collect and analyze data and draw logical conclusions, to analyze, design, code and/or alter programs; research and interpret technical reference materials and apply concepts to programming solutions; prepare test data; write user documentation for assigned systems; learn to identify and resolve software application problems; write and interpret job coding language; learn to develop application documentation; make decisions and independent judgments; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; maintain accurate records and document actions taken; organize and prioritize work assignments; proofread and/or edit for errors in program coding; project consequences of decisions; maintain confidentiality of information; work effectively with others who have objectives counter to assigned roles; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; operate a computer keyboard.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents may be required to work outside normal business hours.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

This class may be used to underfill positions allocated to other classes in the series for training, budgetary or staffing purposes.

Department Head   Date

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