COMPUTER PROGRAMMER

Department: General Services
Classification: Competitive
Specification Number: 2420
Approved: 8/15/23
Revised: By JG

MINIMUM QUALIFICATIONS
OPEN COMPETITIVE

Either:

a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a computer science field; or,

b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of full-time experience in computer programming; or,

c) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a computer science field, plus one (1) year of full-time experience in computer data processing activities and one (1) year in computer programming; or,

d) Graduation from a standard senior high school or possession of a high school equivalency diploma, plus two (2) years of full-time experience in computer programming.

DISTINGUISHING FEATURES OF THE CLASS
This is a technical data processing position involving responsibility for designing and testing program logic, for coding programs, and preparing them for computer operations. Employees in this title assist the systems designer in establishing file requirements and processing specifications for automated portions of the system. The work is performed under the general supervision of a higher-level staff member within Information and Technology. Does related work as required.

TYPICAL WORK ACTIVITIES

Develops accurate and effective computer programs;

Maintains current knowledge of department, coding methods, and operating requirements;

Tests programs thoroughly and assists in the design of automated portions of the system;

Analyzes program specifications for completeness and conformance to standards;

Designs program logic to meet specifications and to adhere to prescribed standards;

Codes programs and prepares test data and tests coded programs to validate accuracy;

Documents programs according to standards;

Reviews current computer program for refinements and increased operating efficiency.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS
Thorough knowledge of the working of a computer and its operating capacities; good knowledge of the methods of logical deduction; good knowledge of flow charts and codes required to process data; good knowledge of coding language used; good knowledge of the use of program working knowledge of higher level programming languages; ability to recognize the impact of programming on operations; ability to develop accurate and effective computer programs; ability to test, check and correct programs; ability to assist in the design of automated portions of the system; ability to analyze and meet program specifications; ability to code programs; ability to establish and maintain effective professional relationships; physical condition commensurate with the demands of the position.