

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** PROGRAMMER **GRADE:** 10

**TITLE ABBREVIATION:** PROGRAMMER **TITLE NO.:** 6530

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

**DEPARTMENT:** GENERAL SERVICES

**SUPERVISOR'S TITLE:** PRINCIPAL SYSTEMS ANALYST

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for preparing detailed program instructions of moderate difficulty to adopt governmental business or statistical type operations to desktop Systems in the Orange County Department of General Services. The work is carried out in accordance with established policies and procedures and involves designing, verifying and testing programs under the direction of a Principal Systems Analyst with leeway for independent judgement in carrying out the details of the work. Incumbents may be required to work flexible hours, evenings and/or weekends. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Confers with Principal Systems Analyst, and/or customer department to ascertain the nature of the project, the form of source information and the form of results required;
2. Considers requirements in terms of such factors as type and extent of information to be transferred to and from storage media, variety of items to be processed and format of final output;
3. Uses designated programming languages to develop machine instructions for data manipulations;
4. Establishes check points at regular intervals to verify the accuracy of the work in progress and provides supervisor with periodic status reports;
5. Prepares all necessary documentation of the work for future reference in accordance with department standards including, but not limited to, report samples, data entry specifications, record layouts, flow charts, and customer instructions;
6. Performs actual testing and debugging using compiler diagnostics, listings, test data;
7. Modifies existing programs to take care of changes in procedures or results as required;

8. May establish test data to verify accuracy of programming logic;
9. Operates Desktop computer hardware and software and related peripheral equipment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the functions and operating capacity of the desktop systems, including peripheral devices and how they effect program development; good knowledge of the methods of logical deduction; good knowledge of desktop application software, including testing and debugging procedures and development of control features; working knowledge of the County's organization and the objectives of various departments and how the data processing operation assists them in meeting these objectives; ability to interpret and analyze systems design specifications; ability to read and interpret technical literature about changes in techniques and equipment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of paid programming experience which involved writing and debugging programs utilizing multiple computer languages, including COBOL or Visual Basic; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (A) above.

**SPECIAL REQUIREMENTS:** Possess and maintain a valid driver's license. Ability to lift and carry fifty (50) pounds.

09/12/15