ORANGE COUNTY CLASS SPECIFICATION

TITLE: PROGRAMMER TRAINEE   **GRADE:** 9

TITLE ABBREVIATION: PROGRAMMER TR   **TITLE NO.:** 6533

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

DEPARTMENT: GENERAL SERVICES   **DIVISION:**

SUPERVISOR'S TITLE: PRINCIPAL SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit into the computer programming field individuals who demonstrate a career interest in the computer programming with County Government. Trainees receive on-the-job training while performing increasingly responsible and independent programming work. Incumbent **p**repares detailed program instructions to adapt business or statistical type operations to electronic data process while participating in a continuous in-service training program. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Programmer without further examination. Incumbent may on occasion be required to work evenings or weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Receives training and participates in conferring with Systems Analyst, Senior Programmer and/or user department to ascertain the nature of the project, the form of source information and the form of results required;

2. Receives training and participates in considering problems 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. Receives training and participates in using designated programming languages to develop machine instructions for data manipulation;

4. Learns to establish check points at regular intervals to verify the accuracy of the work in progress;

5. Receives training and participates in preparing all necessary instructions for guidance of operations personnel;

6. Receives training and participates in preparing all necessary
    documentation of the work for future reference in accordance with
    department standards, including printer spacing charts, data entry
    specifications, record layout sheets, flow charts, operator
    instructions;

7. Learns to establish test data to verify accuracy of programming
    logic;

8. Receives training and participates in debugging using compiler
    diagnostic, listings, test data output and dumps;

9. Receives training and participates in modifying existing programs
    to take care of changes in procedures or results as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL
CHARACTERISTICS**: Good knowledge of the methods of logical deduction;
good knowledge of mathematics, algebra and principles of general
science; working knowledge of various programming languages; ability to
observe and follow instructions; ability to learn the functions and
operating capacity of the computer system and the effect on program
development; ability to learn the programming language used in the
department and testing and debugging procedures; ability to learn to
analyze system design specification; ability to read and interpret
technical literature about changes in techniques and equipment;
reliability; sound judgment; initiative; resourcefulness; good physical
condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Completion of thirty (30) credits from a regionally accredited college
         or university or one accredited by the New York State Board of Regents
         to grant degrees which shall have included nine (9) credits in computer
         programming coursework; OR

(B) Graduation from high school or possession of a high school
     equivalency diploma and one (1) year of paid programming experience
     which involved writing and debugging programs utilizing multiple
     computer languages, including COBOL or Visual Basic.

09/12/15