

**PROGRAMMER/ANALYST**

DISTINGUISHING FEATURES OF THE CLASS: This is responsible electronic data processing work in which the employee writes information retrieval applications programs using only the RPG II programming language. The employee, at the request of a superior, designs systems and codes computer programs to replace or change previously manual information retrieval operations. Work is performed under general supervision with the employee permitted wide latitude for determining appropriate computer applications procedures. Supervision may be exercised over the work of a computer operator, and/or data entry operator.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Design new data processing systems;

Determines kind of program necessary to convert manual operations to computer application;

Provides necessary documentation for new systems;

Designs screen formats and output reports;

Writes RPG II programs;

Debugs and tests programs;

Writes job procedures and instructions for the computer operator;

Modifies existing programs or develops new programs as necessary.

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

CHARACTERISTICS: Good knowledge of RPG II programming language; working knowledge of common techniques; working knowledge of operation of computer systems; ability to recognize kinds of manual processes suitable for computer applications; ability to code

**PROGRAMMER/ANALYST****Page 2**

efficiently; ability to document programs and to construct and understand flow charts; ability to prepare in technical vocabulary clear and complete instructions for computer operator; ability to work without supervision and to assign the work of others; conceptual ability; efficiency; and resourcefulness.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years full-time, paid experience as a programmer using RPG II language; or
- (B) Completion of an acceptable technical training course in computer programming and six months experience described in (A) above; or
- (C) Any equivalent combination of training and experience as described in (A) and (B) above.