OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 4 1981

CLASS TITLE: Programmer/Analyst 3

CODE: 64113 C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from programming/analysis supervisor, data systems supervisor, data systems manager or higher-level programmer/analyst, writes large or complex computer programs; performs basic systems design; maintains, debugs & modifies existing systems; investigates problems & performs feasibility studies; PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	45-55	Writes large or complex computer programs (i.e., usually not more than 2000 source statements) involving high-level language (e.g., COBOL, MACRO) & including file updates, edits, detailed flow charts, segment consolidation, terminal screen formats, operator specifications.	Knowledge of (1) computer programming techniques, (2) office practices & procedures, (3) government structure & process (4) computer hardware application, (5) computer operation; skill in (6) computer programming, (7) use of high-level programming language (e.g., COBOL, MACRO); ability to (8) write specifications concerning proper use of machinery, (9) interpret variety of technical material, (10) cooperate with co-workers on group projects.
2	13-18	With assistance performs basic program & sub-system design; assists in establishing file requirements & processing specifications for automated portions of system; prepares & maintains all necessary documentation.	Knowledge of 1, 2, 4, 5, (11) program design*; skill in 6, 7; ability to 9.
3	15-25	Performs maintenance & modification of programs currently in production to keep them responsive to user needs & to assure efficient operation & maximum production; designs corrective measures; prepares operational procedures, forms & instructional materials used in implementation.	Knowledge of 1, 2, 4, 5, 11*; skill in 6, 7; ability to 9, 10.

(686) 123.1-717

*Developed after employment

UNUSUAL WORKING CONDITIONS: Occasionally on call 24 hrs., 7 days per week.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in computer programming techniques (or 6 mos. exp.); 6 courses in office practices & procedures (or 6 mos. exp.); 3 courses in computer hardware application (or 3 mos. exp.); 3 courses in computer operation (or 3 mos. exp.); 1 course in government structure & process (or 1 mo. exp.); 300 hrs. training in computer (Cont)

TRAINING & DEVELOPMENT: Vendor & on-job training.

NEW AUG 0 2 1987

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FUNCTION:	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	5-15	Performs preliminary investigations & feasibility studies; establishes user contacts to define specific program needs & to resolve specific program problems; makes recommendations; prepares test data to be used in program verification & validation; advises management of technical requirements.	Knowledge of 1, 2, 3, 11*; skill in 6, 7; ability to 9, (12) collect data, define problems, establish facts & draw valid conclusions, (13) use statistical analysis, (14) develop good rapport with users.
5	2-8	Provides technical assistance to users & lower-level programmer / analysts; explains computer input & output requirements between participants of operational system; responds to requests for information; attends classes & briefings.	Knowledge of 1, 2, 3; ability to 10, 14, (15) handle inquiries & contacts with government & public officials.

(687)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* (Cont) programming (or 3 mos. exp.); 300 hrs. training in use of high level programming language (e.g., COBOL, MACRO) (or 3 mos. exp.); or equivalent.	TRAINING & DEVELOPMENT: