

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> Programmer Specialist	<u>SERIES NO.:</u> 6414
	<u>MAJOR AGENCIES:</u> Attorney General only	<u>EFFECT. DATE:</u> 01/01/1980

SERIES PURPOSE:

The purpose of the programmer specialist occupation is to provide ancillary computer services such as modification & testing of computer software packages &/or develop data processing application programs for microcomputers.

Incumbents modify &/or test computer software packages & train users &/or develop data processing functions for microcomputers or act as lead worker.

Note: A microcomputer is a personal computer. In some agencies, employees will be involved with microcomputer activities the major portion of the time but in addition, will also have secondary responsibility for minicomputers &/or mainframe data processing activities. This classification series can be used in such a situation.

CLASS TITLE:

Programmer Specialist 1

CLASS NUMBER:

64141

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The first full performance level class works under direction & requires considerable knowledge of computer software package programming & hardware systems in order to modify &/or test software packages &/or develop data processing application programs for microcomputers.

CLASS TITLE:

Programmer Specialist 2

CLASS NUMBER:

64142

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of computer software package programming & hardware systems in order to lead team of lower-level programmer specialists or other computer personnel in modifying or testing software packages &/or in developing data processing application programs for microcomputers.

CLASS TITLE: Programmer Specialist 1	CLASS NO.: 64141	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Modifies &/or tests computer software packages (e.g., LOTUS, SAS, D-BASE) &/or develops data processing application programs for microcomputers, generate reports &/or to provide recommendations for use, enters data into computer terminal & reviews output to ensure program accuracy & completeness, installs & updates software packages on computer equipment, evaluates hardware &/or software products to assess compatability with existing systems &/or effectiveness & writes &/or compiles application-related documentation (e.g., user's guides for applications, hardware instructions).

Assists & trains users in operation of microcomputer, minicomputer &/or mainframe equipment &/or use of software applications; troubleshoots &/or assists users in resolving software or hardware problems (e.g., hardware malfunctions, back-up & restoration of files, long-term software planning); identifies user needs through data gathering & analysis of user problems & procedures; researches & refers to computer hardware or software manuals to assist in software development or problem-solving; maintains &/or repairs computer equipment &/or communication lines; enters, edits & revises data; monitors mainframe computer system activities in agency, institution or district; installs personal computers/microcomputers; recommends purchase of hardware &/or software.

Attends training seminars &/or classes regarding computer hardware & software &/or training techniques; coordinates office automation projects &/or data services with other offices; represents agency or section in data processing meetings or acts as liaison with other sections.

MAJOR WORKER CHARACTERISTICS:

Knowledge of computer software package (e.g., LOTUS, SAS) programming; computer hardware systems; algebra, statistical analysis or mathematical foundations for computer science. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to interpret variety of technical computer manuals &/or hardware instructions; write software applications instruction manuals; communicate verbally on technical & non-technical matters; gather, collate & classify information about data, people or things; move hands/fingers easily to operate computer equipment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 course in algebra, statistical analysis or mathematical foundations for computer science; 1 course or 3 mos. exp. in microcomputer system applications & software package programming; 1 course or 3 mos. exp. in microcomputer system applications & software package programming; 1 course or 3 mos. exp. in systems analysis & design; 2 courses or 6 mos. exp. in computer programming & programming techniques; 6 mos. trg. or 6 mos. exp. in operation of computer hardware & peripheral equipment. -Or 2 yrs. trg. or 2 yrs. exp. in computer science which included computer programming & programming techniques, operation of computer hardware & peripheral equipment, systems analysis & design, computer software package programming & mathematical concepts for use in computer science. -Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves operation of computer terminal for long periods of time.

CLASS TITLE: Programmer Specialist 2	CLASS NO.: 64142	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Leads team of lower-level programmer specialists or other computer personnel (i.e., provides work direction & training) in modifying or testing software packages &/or in developing data processing application programs for microcomputers, trains staff, assists staff in resolving problems & assists in developing unit policies, procedures &/or standards.

Modifies &/or tests computer software packages (e.g., LOTUS, SAS, D-BASE) in order to develop data processing application programs for microcomputers, generate reports &/or to provide recommendations for use, enters data into computer terminal & reviews output to ensure program accuracy & completeness, installs & updates software packages on computer equipment, evaluates hardware &/or software products to assess compatability with existing systems &/or effectiveness & writes &/or compiles application-related documentation (e.g., user's guides for applications, hardware instructions).

Assists & trains users in operation of microcomputer, minicomputer &/or mainframe equipment &/or use of software applications; assists users in resolving software or hardware problems (e.g., hardware malfunctions, back-up & restoration of files, long-term software planning); identifies user needs through data gathering & analysis of user problems & procedures; researches & refers to computer hardware or software manuals to assist in software development or problem-solving; maintains &/or repairs computer equipment &/or communication lines; enters, edits & revises data; monitors mainframe &/or minicomputer equipment; installs personal computers/microcomputers.

Coordinates office automation projects &/or data services with other offices; represents agency or section in data processing meetings or acts as liaison with other sections; attends training seminars &/or classes.

MAJOR WORKER CHARACTERISTICS:

Knowledge of algebra, statistical analysis or mathematical foundations for computer science; employee training & development*; computer science; computer software package (e.g., LOTUS, SAS) programming; computer hardware systems. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to interpret variety of technical computer manuals &/or hardware instructions; write software applications instruction manuals; communicate verbally on technical & non-technical matters; gather, collate & classify information about data, people or things; move hands/fingers easily to operate computer equipment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. exp. as Programmer Specialist 1, 64141AG. -Or 30 mos. trg. or 30 mos. exp. in computer science which included computer programming & programming techniques, operation of computer hardware & peripheral equipment, systems analysis & design, computer software package programming & mathematical concepts for use in computer science. -Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves operation of computer terminal for long periods of time.