



PROGRAMMER II
Information Systems Department

Range 54
Salary

JOB DEFINITION: Under supervision of the Information Systems Administrator performs complex and technical network related programming for both midrange and PC computers; analyzes and develops programs, programming specifications and systems; adapts procedures into computerized solutions and does related work as assigned by the Information Systems Administrator.

SUPERVISOR: Information Systems Administrator

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is distinguished from the entry level Programmer I position based on the increased knowledge and experience required; there are two higher programmer positions to which a qualified individual may advance; Midrange Programmer Analyst and Network Programmer Analyst.

EXAMPLE OF DUTIES:

Duties include, but are not limited to:

Preparation, testing, and maintenance of accounting based computer programs on Midrange computer system via translation of procedures and written specifications into a series of coded computer instructions; Verify the accuracy of coded programs and test results to specifications given by the Midrange Programmer Analyst and Systems and Services Administrator, with subsequent implementation of these coded programs into new or existing systems; provide written or oral instructions, for purposes of operation and use of programs; Assist in periodic update and maintenance of Midrange computers via the installation of new or revised software packages as needed to maintain or enhance computer hardware required for accounting systems and backup of the same; Administration of user I.D.s, passwords and access permissions as needed; Troubleshoot and repair problems encountered in the daily operation of accounting based systems, including fixes to live systems as problems are reported in conjunction with system or program functions, errors introduced by user errors, or performance issues; Maintain software and hardware related inventory, and documentation of computer systems; Provision of written or oral information pertaining to computer security as requested by Management.

Secondary duties include, but not limited to:

Provide backup to other staff members in the Information Systems Department. This may consist of Computer Operations, assist with network connections, assist with or devise alternative methods or systems to improve or utilize existing systems, troubleshooting PC related issues, installation of new PCs, maintenance of existing PCs and related equipment.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): Must pass a minimum of 2 college or professional level courses/classes related to programming; the courses to be taken are negotiable and will be approved based on current standards.

Experience: Any combination of education or experience which would likely provide the required knowledge and abilities needed for the performance of these duties; 2 years of increasingly responsible experience in the operation of data processing midrange and peripheral equipment.

License(s): Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in conjunction with the possible operation of Agency vehicles, with an acceptable driving record.

Knowledge of: General knowledge of operation and maintenance of computer systems (both midrange and PC); fundamentals of basic accounting, statistics, business records management, and office procedures commonly supported by system applications; computer programming principles, techniques and procedures including design principles and systems development; basic knowledge, practices, methods and techniques associated with the operation of a midrange computer platform and peripheral equipment; the use of other general office equipment utilized in the Data Processing Department.

Ability to: Work independently with little direction; follow oral and written instructions; maintain a given work schedule; research, analyze and react with correct methods and procedures in solving a variety of questions or problems that may arise in the course of operating and designing programs for the Agency's midrange and peripherals; establish and maintain cooperative working relationships with Agency Staff and the general public.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, stepping stools, stairs

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Filing, picking up boxes, normal office range of motion

Lifting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Picking up boxes, picking up paper reams, boxes of preprinted paper for various uses

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of equipment such as computer keyboard, telephone, typewriter, etc.

WORK ENVIRONMENT:

Generally, work is within the Agency Operations Center in an environment where the temperature is controlled. The majority of the Information Systems Department members work within an open space or in the confines of a cubicle. The Information Systems Department is located within an enclosed office area which is separate from other departments, and which can not be easily accessed by members of the general public. Lighting is overhead, the IS Department has an air cooling and heating system which is separate from the rest of the Operations Center and can be adjusted by the members of the department. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the Accounting area, including, but not limited to: telephones, main switchboard, computers, computer printers, shredding machine, calculators, bursting machine, billing preparation/enveloping system.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.