

JOB SPECIFICATON



IT SYSTEMS PROGRAMMER I

Class Code: N1056 FLSA Code: N/E (Non-Exempt)
Pay Range: 11

JOB SUMMARY

Under direct supervision, performs routine tasks in systems programming. Receives training in computer hardware configuration and associated operating systems software.

PRIMARY DUTIES

1. Receives training in techniques of systems programming including installing, modifying, and documenting operating systems such as utility programs, job control language, macros and subroutines.
2. Writes simple programs in a systems programming language.
3. Assists with maintaining program libraries and technical manuals.
4. Assists in the evaluation of performance, and determination of effectiveness of operating environment such as performance data collection, hardware and software testing, investigating hardware and software compatibility.
5. Develops simple job routines and procedures to support operation and integration of computer equipment such as: mainframes, minicomputers, work stations, peripheral equipment, and associated operating systems.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Associate of Arts degree in Information Systems or Computer Science.

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EXPERIENCE: One and one half years applicable programming experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of applicable systems programming language(s) and operating systems principles. Skill in operating applicable computer input devices. Ability to analyze and design program logic; to communicate effectively; to analyze and to resolve operating systems and operational problems and to determine the impact of the proposed solution.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Must have taken 12 credits in programming and/or received a certificate or diploma from a computer training program.