

COMPUTER PROGRAMMER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class will receive on the job training in developing individual programs, documenting program logic, coding programs using program languages, testing and debugging programs, operating, monitoring and control of a computer and related peripheral equipment. The work is performed under the direct supervision of a higher level computer programmer. Does related work as required. Appointments to this title are for a period of at least one year, following which, incumbents receiving satisfactory ratings, and having at least six months permanent status, will be advanced to the title of Computer Programmer without further examination.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in analyzing the flow of information between the data center and various units participating in the data processing system; Assists in designing detailed programs, forms, flow charts and diagrams to adapt financial, statistical and informational operations to electronic data processing; Participates in preparing sample test data; Assists in actual testing, modification, revision and correction of programs; Assists in debugging new programs to assure completion according to predetermined requirements; Participates in operation of electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical, financial and informational reports; Participates in survey of problems related to the users' various reports; Participates in preparation of input and output layouts and blocking of diagrams to show sequence of computations for problems solution on computer and related peripheral equipment; Assists in analyzing problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and format of final output.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of electronic computer programming principles, techniques and concepts; Working knowledge of on-line data base management, compiler use, job control, direct access techniques and remote accessing; Working knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; Working knowledge of office terminology and procedures; Working knowledge of care and adjustment of electronic computers and related peripheral data processing equipment; Ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operations; Ability to follow moderately complex oral and written instructions; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree in applied science in electronic data processing; OR
- B. Completion of at least two years (60 semester credit hours) at a regionally accredited or New York State registered college or university which shall have included 15 credit hours in electronic data processing courses; And
- C. Three months paid experience in computer programming. *

*Work experience for which college credit is granted and which is used to meet the requirements of A and B will not also be counted as meeting the work requirement of C.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Adopted 4/16/91

Revised 10/19/01; 12/10/01; 5/11/22

Reviewed 8/17/10