

CLASS TITLE:

**JUNIOR ELECTRONIC
COMPUTER PROGRAMMER**

Class Code: 02702101

Pay Grade: 20A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in analyzing, designing and preparing procedures and operational routines for the conversion of accounting and/or statistical problems to electronic data processing; and to do related work as required.

SUPERVISION RECEIVED: Work is assigned in detail by a technical superior who reviews work in progress and upon completion for quality, technical development and compliance to established principles, procedures and practices.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in analyzing, designing and preparing procedures and operational routines for the conversion of accounting and/or statistical problems to electronic data processing involving:

identification of the problem; preparation of flow charts, logic diagrams, block diagrams, etc.; devising of codes for electronic processing of data and the planning and developing of other detailed programming procedures and instructions for adopting and converting operations or problems to a logical sequence of machine operations; developing appropriate types of testing media for tracing various computer phases, and determining adequacy and validity of programs; analyzing test results to detect technical programming errors, to isolate factors causing abnormal behavior of the machine, and to determine reasons for malfunctioning.

To participate in formal and informal training programs in order to develop and maintain a sound knowledge of basic electronic data processing principles, computer operations and computer programming including specific computer systems, and intrinsic software routines and programming language.

To occasionally operate electronic accounting, electronic data processing and peripheral machines for familiarization of procedures; to make studies of electronic data processing equipment and use in order to develop and maintain a sound knowledge of the capabilities and functioning of such equipment.

To prepare and submit reports related to programmed data containing findings, conclusions and recommendations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with application and use of data processing equipment and with the capabilities, programming techniques and intricacies of the general purpose digital computer and its peripheral equipment; a familiarity with mathematical, accounting and statistical principles; the ability to use inductive and deductive reasoning in analyzing operations and problems and in arranging their components into logical sequences; the ability to recognize spatial relationships; the ability to express ideas and understand instructions in oral and written format; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of courses at a college of recognized standing in mathematics, statistics, accounting or related subject matter and completion of an approved formal course in electronic computer programming.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 28, 1976

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