

**CLASS TITLE:**

**SENIOR ELECTRONIC  
COMPUTER PROGRAMMER**

**Class Code: 02702300**

**Pay Grade: 26A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To analyze, design and prepare procedures and operational routines for the conversion of complex and difficult accounting, payroll, personnel, statistical, or other functions to electronic data processing; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom are received general and specific work assignments and instructions; work is reviewed in process and upon completion for the proper application of required programming techniques.

**SUPERVISION EXERCISED:** As required, may supervise the work of subordinate technical and clerical employees assigned to assist in a project.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To analyze, design and prepare procedures and operational routines for the conversion of complex and difficult accounting, payroll, personnel, statistical, and other functions 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 procedures and instructions for adapting 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 malfunctions.

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 thorough knowledge of the application and use of data processing equipment to complex and difficult projects and of the capabilities, programming techniques and intricacies of the general purpose digital computer and its peripheral equipment; a thorough knowledge of the factors involved in the analysis and correction of complex and difficult procedures and considerations involved in the planning, design and logic of a data processing system application; a working knowledge of accounting and statistical principles, practices and techniques; the ability to reason logically for the purpose of data processing programming; the ability to prepare forms, flow charts, block diagrams and programs and portions of programs for the use of the computer; the ability to write clear, concise instructions and to use the English language with proficiency; the ability to use programming and computer terminology properly; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing which included courses in accounting and completion of an approved formal course in electronic computer programming; and

Experience: Such as may have been gained through: employment as an electronic computer programmer. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 28, 1970

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