

JUNIOR SYSTEMS PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level position in the systems programmer series in which incumbents gain experience and perform the more routine work in systems software selection, installation and maintenance at a data center. As experience is gained, the incumbent takes on more complex assignments and more responsibility. Depending upon assignment, employees may be required to use Assembler or BASIC languages and operating systems may vary depending upon equipment. Work is performed under the general supervision of a higher level employee. Supervision of others is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Assists in installing and maintaining the systems software;
2. Assists in educating personnel in the use of enhanced program aids and provides continuing technical assistance;
3. Analyzes performance data to determine the need for modifying or adding to the system configuration;
4. Identifies problem areas in the systems software and researches possible solutions and the impact of possible solutions;
5. Assists higher level systems programmer as needed;
6. Provides assistance to data center personnel in the use of generalized software products;
7. Provides assistance to data center personnel in solving problems requiring expertise in the center's operating system;
8. May assist in computer hardware selection, acquisition and installation;
9. May, depending upon assignment, work with mainframe, micro or mini computers;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the current principles, practices, methods, capabilities and techniques of high-speed electronic data processing, including hardware, software and teleprocessing; working knowledge of operating systems; ability to gain knowledge of the concepts, facilities and internals of subsystems, utility programs and programming languages; ability to gain knowledge of network architecture, capacity planning and performance monitoring; ability to communicate effectively, both orally and in writing; ability to independently investigate, learn and explain emerging technologies; tact; courtesy; physical condition commensurate with demands of the position.

JUNIOR SYSTEMS PROGRAMMER (Cont'd)

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 college or university with an Associate's degree in computer science or a related field AND one (1) year of work experience as a computer programmer;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science or a related field AND two (2) years of experience as a computer operator;
- OR: (C) Three (3) years of experience as a computer programmer;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

DP0202

ADOPTED: 04/10/85

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