

City of San José

SYSTEMS APPLICATIONS PROGRAMMER I (FT) (1338)
SYSTEMS APPLICATIONS PROGRAMMER I (PT) (1339)

CLASS PURPOSE

Under immediate supervision, performs systems applications programming analytical work of routine difficulty. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Assists in the appropriate use of PC and network operating systems technology for efficient management of information.
- Reviews and analyzes program specifications of routine and limited scope and complexity for completeness and compatibility with computer programming capabilities.
- Prepares detailed documentation and operating instructions of fully operational programs.
- Converts program specification requirements of limited scope into computer programs.
- Confers with operating department users, superiors, and other technical personnel in resolving problems encountered in the development of programs.
- Learns to select and prepare input data which will verify a program's intended effectiveness, and to test and debug programs.
- Learns to review and rewrite programs in order to increase operating efficiency or to update programs to new requirements.
- Assists in the assembly, testing, and delivery of computer equipment to various City locations.
- Installs various packages on PCs and assists in staff training. Trains City staff in use of various systems.
- Assists with troubleshooting phone calls from City departments regarding PC Office Automation Systems and the Financial Management System.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Systems Applications Programmer series. An employee of this class assists in computer programming functions and implementation of specialized programming languages with PC hardware and software. Initially, work is closely supervised; but as knowledge, experience, and skill are gained, supervision becomes more general. This class differs from that of Systems Applications Programmer II in that incumbents of the latter work more independently under less supervision.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the principles of computer programming and program documentation procedures.
- Knowledge of fundamentals of systems design.
- Ability to learn to perform systems applications programming and analytical work of routine difficulty.
- Ability to think logically and follow detailed instructions.
- Ability to express oneself clearly and concisely, both orally and in writing.

Competency Knowledge, Skills, and Abilities

- Knowledge of principles and practices of electronic data processing, including a higher level language.
- Knowledge of the use of internet technology.
- Knowledge of and ability to use graphic user interface technology or application development tools.
- Knowledge of and ability to use client/server technology.
- Ability to use computer programs involved in the performance of job functions.
- Ability to analyze procedures and data, and develop logical conclusions.
- Ability to establish and maintain effective working relations with others.

Education

A Baccalaureate Degree from an accredited college or university in Computer Science, Management Information Systems, Business Administration, or a closely related field.

Experience

One (1) year experience in computer systems applications programming.

Acceptable Substitutions

Additional years of directly related work experience may be substituted for up to a maximum of two (2) years of the educational requirement on a year-for-year basis. There will be no substitute for the one (1) year work experience requirement.