NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Programmer/Analyst 1

CODE: 64111C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under close supervision from programming/analysis supervisor, higher-level programmer/analyst or data systems supervisor, learns to develop elementary computer programs; assists in maintenance of existing programs; assists in program testing; attends training seminars;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	35-41	Under close supervision, learns to write basic computer programs involving high-level language & utilizing file disc, tape, card & print layouts; prepares operating instructions, flow charts & run books.	Knowledge of (1) computer programming techniques*, (2) office practices & procedures*, (3) government structure & process*; ability to (4) understand system of elementary computer programs, (5) carry out instructions in written, oral or picture form, (6) calculate fractions, decimals & percentages.
2	24-30	Assists in maintaining, debugging & modifying programs currently in production; designs change modules & coding adjustments under close supervision.	Knowledge of 1*; ability to 4, 5, 6, (7) code items from one symbolic form to another, (8) cooperate with co-workers on group projects.
3	24-30	Assists higher-level programmers in program testing & system installation; updates program documentation.	Knowledge of 1*, 2*, 3*; ability to 4, 5, 6, 7, 8.
4	5-11	Responds to requests from users for sample data extracts & special reports; attends seminars & classes for advanced training in programming languages & techniques.	Knowledge of 1*, 2*, 3*; ability to 4, 5, (9) answer inquiries from users.

(683)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
No Minimum Class Requirements.

TRAINING & DEVELOPMENT:
Vendor & on job training.

FORM ADM-4134

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