

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Programmer Specialist

**SERIES NO.:**

6414

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the programmer specialist occupation is to provide ancillary computer services such as modification & testing of computer software packages &/or develop data processing application programs for microcomputers.

At the lower levels, incumbents modify &/or test computer software packages & train users &/or develop data processing functions for microcomputers or act as lead worker.

Note: A microcomputer is a personal computer. In some agencies, employees will be involved with microcomputer activities the major portion of the time but in addition, will also have secondary responsibility for minicomputers &/or mainframe data processing activities. This classification series can be used in such a situation.

**CLASS TITLE**

Programmer Specialist 1

**CLASS NUMBER**

64141

**PAY RANGE**

32

**EFFECTIVE**

03/07/2004

**CLASS CONCEPT:**

The first full performance level class works under direction & requires considerable knowledge of computer software package programming & hardware systems in order to modify &/or test software packages &/or develop data processing application programs for microcomputers.

**CLASS TITLE**

Programmer Specialist 2

**CLASS NUMBER**

64142

**PAY RANGE**

33

**EFFECTIVE**

03/07/2004

**CLASS CONCEPT:**

The second full performance level class works under direction & requires considerable knowledge of computer software package programming & hardware systems in order to lead team of lower-level programmer specialists or other computer personnel in modifying or testing software packages &/or in developing data processing application programs for microcomputers.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Programmer Specialist 1	64141	14	03/07/2004	32

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Modifies &/or tests computer software packages (e.g., LOTUS, SAS, D-BASE) &/or develops data processing application programs for microcomputers, generate reports &/or to provide recommendations for use, enters data into computer terminal & reviews output to ensure program accuracy & completeness, installs & updates software packages on computer equipment, evaluates hardware &/or software products to assess compatibility with existing systems &/or effectiveness & writes &/or compiles application-related documentation (e.g., user's guides for applications, hardware instructions).

Assists & trains users in operation of microcomputer, minicomputer &/or mainframe equipment &/or use of software applications; troubleshoots &/or assists users in resolving software or hardware problems (e.g., hardware malfunctions, back-up & restoration of files, long-term software planning); identifies user needs through data gathering & analysis of user problems & procedures; researches & refers to computer hardware or software manuals to assist in software development or problem-solving; maintains &/or repairs computer equipment &/or communication lines; enters, edits & revises data; monitors mainframe computer system activities in agency, institution or district; installs personal computers/microcomputers; recommends purchase of hardware &/or software.

Attends training seminars &/or classes regarding computer hardware & software &/or training techniques; coordinates office automation projects &/or data services with other offices; represents agency or section in data processing meetings or acts as liaison with other sections.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of computer software package (e.g., LOTUS, SAS) programming; computer hardware systems; algebra, statistical analysis or mathematical foundations for computer science. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to interpret variety of technical computer manuals &/or hardware instructions; write software applications instruction manuals; communicate verbally on technical & non-technical matters; gather, collate & classify information about data, people or things; move hands/fingers easily to operate computer equipment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

1 course in algebra, statistical analysis or mathematical foundations for computer science; 1 course or 3 mos. exp. in microcomputer system applications & software package programming; 1 course or 3 mos. exp. in systems analysis & design; 2 courses or 6 mos. exp. in computer programming & programming techniques; 6 mos. trg. or 6 mos. exp. in operation of computer hardware & peripheral equipment.

-Or 2 yrs. trg. or 2 yrs. exp. in computer science which included computer programming & programming techniques, operation of computer hardware & peripheral equipment, systems analysis & design, computer software package programming & mathematical concepts for use in computer science.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work involves operation of computer terminal for long periods of time.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Programmer Specialist 2	64142	14	03/07/2004	33

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Leads team of lower-level programmer specialists or other computer personnel (i.e., provides work direction & training) in modifying or testing software packages &/or in developing data processing application programs for microcomputers, trains staff, assists staff in resolving problems & assists in developing unit policies, procedures &/or standards.

Modifies &/or tests computer software packages (e.g., LOTUS, SAS, D-BASE) in order to develop data processing application programs for microcomputers, generate reports &/or to provide recommendations for use, enters data into computer terminal & reviews output to ensure program accuracy & completeness, installs & updates software packages on computer equipment, evaluates hardware &/or software products to assess compatibility with existing systems &/or effectiveness & writes &/or compiles application-related documentation (e.g., user's guides for applications, hardware instructions).

Assists & trains users in operation of microcomputer, minicomputer &/or mainframe equipment &/or use of software applications; assists users in resolving software or hardware problems (e.g., hardware malfunctions, back-up & restoration of files, long-term software planning); identifies user needs through data gathering & analysis of user problems & procedures; researches & refers to computer hardware or software manuals to assist in software development or problem-solving; maintains &/or repairs computer equipment &/or communication lines; enters, edits & revises data; monitors mainframe &/or minicomputer equipment; installs personal computers/microcomputers.

Coordinates office automation projects &/or data services with other offices; represents agency or section in data processing meetings or acts as liaison with other sections; attends training seminars &/or classes.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of algebra, statistical analysis or mathematical foundations for computer science; employee training & development\*; computer science; computer software package (e.g., LOTUS, SAS) programming; computer hardware systems. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to interpret variety of technical computer manuals &/or hardware instructions; write software applications instruction manuals; communicate verbally on technical & non-technical matters; gather, collate & classify information about data, people or things; move hands/fingers easily to operate computer equipment.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. exp. as Programmer Specialist 1, 64141.

-Or 30 mos. trg. or 30 mos. exp. in computer science which included computer programming & programming techniques, operation of computer hardware & peripheral equipment, systems analysis & design, computer software package programming & mathematical concepts for use in computer science.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work involves operation of computer terminal for long periods of time.