

SYSTEMS PROGRAMMER TRAINEE

DISTINGUISHING FEATURE OF THE CLASS: This is an entry level position on the systems programmer series in which the incumbents gain expertise and learn to perform the more routine work in systems software selection, installation and maintenance while undergoing on-the-job training to become qualified as a Systems Programmer I. The work is performed under the direct supervision of a higher level employee through assignments, reports and conferences for review of work for conformance with policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Learns and assists in the installation and maintenance of system software;

Learns and assists in the coding and testing of department written system programs;

Learns and assists in the generation and maintenance of operating systems;

Learns and assists in the development and preparation of instructions and documentation relating to the system, programming standards, and operating procedures;

Learns and assists in the analysis of systems and program performance, including recommendations on the implementation of procedures, standards and equipment to increase performance;

Assists programming and operations staff with technical problems and debugging support;

Assists in reviewing new technical developments for application to current operating systems and system softwares.

ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the current principles, practices, methods, capabilities, and techniques of high-speed electronic data processing including hardware, software and data communications;

Working knowledge of the current principles, practices and methodologies of computer operating systems and their respective implementations;

Ability to learn the assembler language;

Ability to learn the concepts, facilities and internals of subsystems, utility programs and programming languages;

Ability to learn network architecture and performance monitoring;

Ability to communicate effectively, both orally and in writing;

Ability to utilize a computer system to its fullest capacity, Tact;

Courtesy;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 credit hours in computer science or programming courses (and one year of programming experience or data communications experience); OR
- B) Completion of at least 60 semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by 12 credit hours in computer science or programming courses and two years of programming or data communications experience; OR
- C) Three years of electronic computer programming of data communications experience; OR
- D) An equivalent combination of training and experience as indicated in A), B), and C) above.

NOTE: This is a trainee position in the competitive class, Appointment following examination is for a one year term during which time incumbents learn the basics of various phases of systems programming. Training is essentially on the job with academic assignment possible. Promotion upon successful completion of the training period may be made without further examination to Systems Programmer I.