JOB DESCRIPTION

PROGRAMMER TRAINEE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform simple phases of routine program development; to design and code simple application programs; to assist in more complex work in a training capacity, and to receive training in the principles and techniques of computer programming and related operations. Employees in this classification receive close direct supervision from the Data Processing supervisor or his/her designate within a framework of well-defined policies and procedures. This job classification performs routine technical programming work in a training capacity. This job classification functions at an entry level of classification.

ESSENTIAL FUNCTIONS

- receives training in all aspects of programming from data processing staff and/or through other acceptable schools, workshops, classes, etc.
- designs and codes simple application programs
- prepares routine flowcharts and other logical diagrams in the development or examination of simple programs
- assists in writing job code language for programs
- gathers information and performs a variety of duties in support of programming activities
- assists in recording documentation form programming operations
- prepares hierarchical diagrams of operational and system flow
- maintains program reference library and other records
- performs data entry functions as assigned
- performs related duties as required
- incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

PHYSICAL REQUIREMENTS

1. Seldom = Less than 25 %
2. Occasional = 26 to 50 %
3. Often = 51 to 75 %
4. Very Frequent = 76 % & above

4 a.   Ability to work at a desk, conference table or in meetings of various configurations.
1 b.   Ability to stand for extended periods of time.
4 c.   Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
4 d.   Ability to hear and understand speech at normal levels.
3 e.   Ability to communicate so others will be able to clearly understand a normal conversation.
1 f.   Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
1 g.   Ability to lift 25 lbs.

1 h.   Ability to carry <u>25</u> lbs.
4 i.   Ability to operate office equipment.
1 j.   Ability to reach in all directions.

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:
- basic mathematics and logic
- modern office methods, practices, and procedures
- data entry methods, practices, and procedures
- current concepts of computers and their users

SKILL TO:
- learn and apply the principles and techniques of programming using COBOL, ALC, RPD, and other programming languages
- reason logically and draw appropriate conclusions
- learn the nature and inter-related uses of various data processing equipment
- perform data entry tasks effectively
- understand and follow both oral and written instructions
- communicate effectively in both oral and written forms
- maintain records and files
- establish and maintain effective work relationships with those contacted in the performance of required duties

EXPERIENCE

No formal programming experience is required, although experience in general office or other business areas is desirable.

EDUCATION

Equivalent to completion of twelfth grade, supplemented by two years of accredited college work which includes having successfully completed college level introductory data processing and programming classes.

{Job Desc Revised 08/01 - ADA Added}