Leon County Public Schools
Classification Specification

Summary Information:

Classification Title: Computer Programmer   **Date Prepared:**   04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

635	Programming	Code data processing programs and systems.
636	Testing	Test data processing programs and systems.
631	System Development	Design new data processing systems, applications, programs, and procedures. Install and implement systems/programs and corresponding procedures. May include systems manual development.
632	System Maintenance	Maintain existing data processing systems and programs. Maintain system and program documentation.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
645	Data Entry	Enter data.
646	Data Inquiry/Access	Use computer terminals to access data.
656	Assistance to Users - Student Services	Work with users of student (i.e., educational) services applications to implement systems. Answer questions on an ongoing basis.
657	Assistance to Users - Business Services	Work with users of business services applications to implement systems. Answer questions on an ongoing basis.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. or B.S. Degree with major course work in one of the computer sciences or in management information systems with no years related experience required; or
A.A. Degree with major course work in computer science or management information systems with two years appropriate related experience; or
Vocational training (720 hours) from a vocational-technical school or accredited community college in an area of data processing with three years appropriate related experience required; or
High School Diploma or equivalent with four years appropriate related experience required.

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 07/01/2003