

**COMPUTER PROGRAMMER ANALYST
OCCUPATIONAL GROUP**

CODE NO: 13650

COMPUTER PROGRAMMER ANALYST TRAINEE

Duties and Responsibilities

Under direct or immediate supervision, with little latitude for independent or unreviewed action or decision, is trained in and performs beginning level professional work for the purpose of acquiring knowledge, skill and competence in the development of programs for use in the operations of a computer system; performs related work.

Examples of Typical Tasks

Receives a course of training and under close supervision performs the following tasks:

Assists in the review and analysis of detailed computer systems specifications.

Assists in the preparation of program instructions.

Assists in the preparation of block diagrams.

Codes program instructions.

Assists in preparing test data and testing and debugging programs.

Assists in the preparation of the documentation of the program for the computer operators and set-up staff.

Qualification Requirements

1. A four year high school diploma or its educational equivalent and one year of full-time experience of which at least 6 months shall be in computer programming; or
2. A four year high school diploma or its educational equivalent and 6 months (approximately 650 hours) computer training at an accredited private trade or technical school; or
3. An associate degree or completion of 60 credits at an accredited college including at least 12 credits in computer science and/or data processing; or
4. Education and/or experience equivalent to "1", "2", "3" above.

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COMPUTER PROGRAMMER ANALYST TRAINEE (Cont'd)

Direct Lines of Promotion

This is a trainee class of positions with a twelve (12) month term for all employees. Trainees who satisfactorily complete the required trainee term in this class of positions will receive permanent appointment to the title of Computer Programmer Analyst (13651).