

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7085  
Pay Grade: D13

FLSA: Non-Exempt

**PROGRAMMER**

**MAJOR FUNCTION:**

Performs routine technical work in the development, implementation and maintenance of simple to moderately complex computer programs. Work is performed under direct supervision and reviewed through observation of the work in progress and results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Determines methods and procedures to develop accurate, efficient application programs for simple to moderately complex systems projects.
- Codes programs in COBOL to meet previously defined specifications; prepares JCL for all phases of program development.
- Confers with users to determine program needs and to resolve problems arising during development.
- Develops machine logic flow charts and block diagrams for new or to modify existing programs.
- Prepares and maintains documentation of programs to be consistent with established standards.
- Develops or compiles test data, tests programs, analyzes test results; detects and corrects programming errors; verifies accuracy; tests the operation of completed programs and their linkage to other programs in the system.
- Designs forms and record layouts, and system CRT screens.
- May instruct users in the operation of the computer terminal and use of on-line systems and related programs.
- Prepares various project status reports and records, as requested.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college with a Bachelor's degree in Computer Science or related field, plus one (1) year of programming experience; knowledge of COBOL and JCL required; or equivalent combination of education, training, and experience.

ISSUED: 9/79 SSN; REVISED: 2/86 MW; BOARD APPROVED: 2/12/86; REVISED: 2/89 MW; BOARD APPROVED: 3/8/89; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**PROGRAMMER**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Programmer - NR