



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0131

PROGRAMMER

GRADE I

SCOPE OF WORK:

Work involves activities supporting the development of computer language programs that process data needed by state agencies.

DUTIES PERFORMED:

- Develop, test, modify, implement, and maintain or enhance application software to established standards and specifications.
- Develop application software using approved programming languages.
- Modify acquired application software using tables, profiles, and other vendor-supplied customization tools to reflect approved changes specified by the users.
- Implement approved changes to application software to maintain currency standards, correct problems, and modify or enhance application functions.
- Participate in the design and selection of application software.
- Prepare, in cooperation with technical support and operations staffs, application software procedures and documentation for usage.
- Perform operation, backup, and recovery problem resolution, shutdown and initialization, and process automation.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires demonstrated knowledge of programming principles, techniques, and languages applicable to the agency's computing environment and specified by the appointing authority at the time of recruitment. An associate degree in computer science (information systems, etc.) will normally provide the requisite knowledge and skills.

Eff. Date: 10/74

Rev: 4/79 – Revised duties and minimum qualifications

Rev: 7/87 – Revised minimum qualifications of 2nd level

Rev: 1/00 – Word processing conversion

Rev: 4/01 – Eliminated lowest level, updated content, revised minimum qualifications

Rev: 7/12 – Conversion to Hay System