

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Programmer Trainee**

**Class Code: 10720**  
**Pay Grade: GG**

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### **A. Purpose:**

Codes, tests, and debug programs; works under direct supervision on short-duration, stand-alone applications and performs routine maintenance on existing systems to develop and utilize a working knowledge of programming languages.

### **B. Distinguishing Feature:**

The Programmer Trainee learns specific programming languages in a training or mentoring environment. The Associate Programmer/Analyst learns specific platforms, operating systems, and languages in a mentoring environment; becomes familiar with agency business operations and procedures and with state standards and development methods; and assists programming/analysis staff in solving business problems.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Writes computer programs under direct supervision, in a learning environment, and from specifications to provide solutions to business problems.
  - a. Codes, tests, and debugs programs.
  - b. Develops and applies test data to a computer program.
  - c. Documents computer programs.
  - d. Develops knowledge of the current state standards.
2. Performs other work as required.

### **D. Reporting Relationships:**

Reports to a higher-level programmer/analyst, staff member, or manager. No subordinates report to the incumbent.

### **E. Challenges:**

Challenged to create and test error-free computer programs to solve the client's business problems. The incumbent must learn and adapt to the programming languages and technologies used by the state.

Typical problems include determining the most efficient and effective way to code and correct programming errors.

### **F. Decision-making Authority:**

Decision-making at this level is limited to basic principles of data processing.

Decisions referred include what assignments to work on, priority of work requests, program specifications, program test requirements, and the amount and type of contact with clients.

**G. Contact with Others:**

Occasional contact with clients to clarify information or ask questions.

**H. Working Conditions:**

Typical office environment, subject to on-call or after-hours work to resolve system problems.

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- computer science;
- programming principles;
- data processing equipment and its capabilities.

Ability to:

- analyze data; and
- reason logically.