

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Associate Systems Programmer

Class Code: 10732
Pay Grade: GI

A. Purpose:

Assists systems programming and development staff in the installation and maintenance of system software and hardware to ensure effective systems support.

B. Distinguishing Feature:

The Associate Systems Programmer performs system programming and maintenance under direct supervision of higher-level system staff. Work is limited to a specific system and platform, or a small subset of the total system and its software/hardware.

The Systems Programmer is assigned specific system products to maintain, resolves problems, and monitors resource utilization, but still works under the guidance of higher-level systems staff.

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. Installs and maintains assigned areas of systems based software, under direct supervision of system staff.
 - a. Researches and tests assigned areas of systems software and hardware releases and reports on findings.
 - b. Installs new releases as directed.
 - c. Maintains and debugs assigned portions of new releases.
2. Monitors assigned areas of systems to identify and resolve system problems.
 - a. Monitors, logs, and follows up on transaction abends.
 - b. Identifies, diagnoses, and resolves problems or refers to appropriate staff.
 - c. Responds to and carries out routine work requests from data processing staff.
3. Codes and modifies programs as directed for use in tuning and monitoring systems, vendor software, and third-party software.
4. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to a higher-level system staff or manager; does not supervise.

E. Challenges:

Challenged to translate skills in application programming or basic systems into systems programming expertise. This is difficult because it involves acquiring and developing in-depth knowledge of the operating platform.

Typical problems solved by the incumbent include trouble-shooting system problems within the scope of acquired knowledge.

F. Decision-making Authority:

Decisions made by the incumbent include how to carry out routine work requests. Decisions referred include priority of assignments, planning and scheduling of installations, and unresolved systems software and/or hardware problems.

G. Contact with Others:

Frequent contact with data processing staff to respond to work requests or to assist with problem resolution.

H. Working Conditions:

Typical office environment, subject to on-call or after hours work to resolve systems software and/or hardware problems.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- application programming or basic systems skills;
- systems software principles and techniques;
- operating systems and associated hardware;
- mathematic or statistical principles.

Ability to:

- develop system expertise;
- analyze and resolve problems.