



University System of Maryland Job Class Specification

TITLE: IT PROGRAMMER I
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: 15-1131

JOB CODE: N13IP1
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: COM PRG

APPROVED BY: Chancellor's Designee:
Donald Tynes, Director of Human Resources

EFFECTIVE DATE: 7/1/2001

JOB SUMMARY

Under general supervision, designs, codes, tests, debugs, documents, and maintains computer programs within the applicable environment.

PRIMARY DUTIES

1. Interprets specifications to develop computer programs (detailed flowcharts; pseudo code, & programming diagrams; illustrating sequence of steps programs must follow; define input, output, & logical operations involved).
2. Tests programs to ensure that program operates according to specifications and that changes have no adverse impact on performance.
3. Develops and maintains client system, and operations documentation, instructional materials for client training sessions and instructions to guide operating personnel.
4. Assists other programming staff with responding to inquiries and requests from clients.
5. Creates special reports and file extracts from existing databases.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year applicable programming experience.

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OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of applicable programming language(s). Skill in writing programs in applicable language(s); in analyzing and designing program logic. Ability to operate applicable computer input devices and peripherals; to communicate effectively with clients; to resolve programming problems and determine the impact of the proposed solution; to communicate effectively in writing.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A