Classification: Computer Information Technologist Trainee
Title Code: V08000
Pay Range: 18

POSITION SUMMARY:

This is trainee-level work in computer systems analysis, design, programming and/or administration in a midrange, or microcomputer environment. An employee in this class receives formal and/or on-the-job training in analysis, design, programming, administration and configuration of computer hardware and/or software in a midrange, and/or microcomputer environment. Work may be in areas of applications, internet, technical, database, mapping, IT training/procurement and network support. Work is performed under detailed direction and close supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Receives formal and/or on-the-job training.

Under detailed direction, designs, develops, maintains, documents and tests computer programs of limited complexity.

Under detailed direction, assists in identifying problem sources (hardware, software, or operator error) and resolving basic problems.

Under detailed direction, develops simple query programs to generate reports.

Participates in the review of new software applications prior to full implementation to determine ease of use and detect potential problems.

Receives training in the use of database dictionaries, software reference libraries, and other related components of programming or analysis.

Under detailed direction, uses data security software packages to allow access to resources and functions as authorized.

Under detailed direction, updates standards, policies, procedures, guidelines and technical manuals.

Participates in meetings, training seminars and user groups.

Participates in installing, maintaining, defining, organizing, controlling, and protecting hardware and software products.

Receives training in the use of web development and related tool sets.

Receives training in the use of utility programs.

Receives training in the use of MSHP software development tools.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of general office practices and procedures.

Some knowledge of the general operating principles and capabilities of data processing hardware and software.

Some knowledge of basic mathematical principles and ability to apply them.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to solve problems.

Ability to learn and apply computer programming and systems analysis, design, testing, and documentation concepts.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:
(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university.

OR

Successful completion of an Associate of Arts program (or at least sixty (60) semester hours) with at least fifteen (15) semester hours in computer science, computer information systems, or closely related data processing coursework at an accredited college or university. (Experience in computer systems analysis and design, programming, mapping, and/or configuration of computer hardware and/or software in a midrange, and/or microcomputer environment may be substituted on a year-for-year basis for deficiencies in the required education.)

OR

Three years of experience in the operation of midrange and/or mainframe computer and computer peripheral equipment.

NECESSARY SPECIAL REQUIREMENTS:

None

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority. Work schedules may require shift work on day, evening or midnight shifts and/or include weekend and holiday shift rotation.