I. **Level Definition**

Positions at this level develop and maintain electronic data processing system applications by conducting systems analyses and/or writing computer programs.

II. **Typical Duties**

1. Conducts feasibility studies for computerization by determining user department requirements, examining and identifying problems with existing systems and recommending modifications to and/or new systems; provides details of estimated implementation costs including associated staffing requirements.

2. Develops specifications for new and revised systems by:
   a) gathering detailed information from user departments;
   b) developing and documenting systems and procedures by designing forms, preparing flow charts and detailing hardware and software specifications; and
   c) preparing detailed implementation plans.

3. Monitors implementation of new and revised applications; co-ordinates program testing and takes action to correct any faults.

4. Codes new programs and changes to existing programs from specifications; tests, modifies and maintains programs; operates on-line terminals, remote job entry consoles and/or peripheral equipment as required.

5. Under close supervision, develops and maintains complex computerized systems and programs such as integrated systems, which impact several functional areas within a facility, and operating systems programming.

6. Performs other related duties as assigned.

III. **Qualifications**

(1) **Education, Training and Experience**

Graduation from a recognized degree or diploma program in Computer Science, two years’ recent related experience or an equivalent combination of education, training and experience.

(2) **Skills and Abilities**

(i) Ability to communicate effectively both verbally and in writing.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to organize work.
(v) Ability to operate related equipment.