Computer Programmer - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Understands how the entire computer system operates; input/output functions, report generation, maintenance, and backup, and can required implement programming changes within reasonable time frames

Can develop and design software programs using contemporary programming software and programming language

Understands the complex relationship between computer vendor, support services, and in-house operation and effectively utilizes support to maintain computer operation, rather than reprogramming independently

Is computer literate; knows how to achieve results with minimum of supervision

Knows when commercial product is sufficient to organization needs as opposed to designing and developing a customized product or programming change

QUALITY OF WORK:

Works with others in creating design specifications in advance of program changes to ensure users needs have been met, software configuration is accurately described, and task is possible to accomplish within timeframe, budget and hardware/software limitations

Analyzes software/hardware operations to ensure maximum utilization and minimum inconvenience for users

Documents all programming work and system analyses to ensure adequate audit trail for others to follow

QUANTITY OF WORK:

Analyzes the more complex system's operation for conformity to established protocols; defines glitches and corrects defects in accordance with established standards

Writes programming details, prepares implementation schedule, and completes programming tasks in a timely manner, within budget

Samples data processing functions from time to time to verify ease and usefulness of functions, program features, operational defects, and opportunities for improvement

Tests various functions for speed, accuracy, and appropriateness to desired objectives

Maintains log of all programming work performed to provide detailed, line-by-line audit trail of all programming language, interrelationships with other functions, additions of dll's, and other specifications that have been included in each program and function

COOPERATION/RELATIONSHIPS:

Is cooperative in understanding user needs; programs the system and develops ways and means of overcoming computer resistance and difficulty in utilizing software and hardware

Recognizes the internal and external needs of the organization and attempts to find ways to accommodate both internal and external users

Understands that the system serves the "servers," and attempts at all times to include the user perspective in programming design