

COMPUTER SPECIALIST (SOFTWARE)

Duties and Responsibilities and Responsibilities

This class of positions encompasses highly technical or supervisory responsibilities for the design, implementation, enhancement, maintenance and analysis of software systems performed at varying levels of difficulty and with varying degrees of latitude for independent initiative and judgment. There are four Assignment Levels within this class of positions differing according to the complexity and sophistication of the hardware and software system and the amount of supervision required. The following are typical assignment within this class of positions. All personnel perform related work and when necessary, perform the duties of lower titles and Assignment Levels.

ASSIGNMENT LEVEL I

Under supervision, with considerable latitude for independent action or the exercise of independent judgment, is responsible for the maintenance, design, implementation and enhancement of either Database Management Systems, Operating Systems, Data Communications Systems, Applications, and/or related software functions. May supervise a unit engaged in work related to the above areas or may independently perform related work of a highly complex, technical nature. In the temporary absence of the supervisor, may perform the duties of that position.

ASSIGNMENT LEVEL II

Under general supervision, with wide latitude for the exercise of independent initiative and judgment, may supervise a unit engaged in systems development work of great difficulty, is responsible for the maintenance, design, implementation and enhancement of either Database Management Systems, Operating Systems, Data Communications Systems, Applications and/or related software functions. In a multi-programming computer system, serves as project leader performing complex staff work and the full range of computer systems analysis functions utilizing general software and software systems analysis in highly complex systems development projects, or supervises the activities of a number of applications programming units engaged in work of ordinary difficulty, complexity and responsibility in a multi-programming electronic computer installation. In the temporary absence of the supervisor, may perform the duties of that position.

ASSIGNMENT LEVEL III

Under general supervision, with broad scope for the exercise of independent initiative and judgment, is responsible for the maintenance, design, implementation and enhancement of

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ASSIGNMENT LEVEL III (continued)

either Database Management Systems, Operating Systems, Data Communications Systems, Applications and/or related software functions. Supervises the units responsible for systems development and applications programming, instructing, directing and checking the work of subordinates, or is routinely responsible for the coordination and direction of data processing projects organized to plan and implement complex integrated software development projects in a multi-programming computer system operating in an on-line mode in a communications environment. In the temporary absence of the supervisor, may perform the duties of that position.

ASSIGNMENT LEVEL IV (See Special Note Under Qualification Requirements)

Under minimum direction, with the broadest scope for the exercise of independent initiative and judgment, holds senior-level technical responsibility for extremely complex and ongoing software functions related to Systems Analysis, Data Administration, Database Management Systems, Operating Systems, Data Communications Systems, On-Line Applications Programming contingency planning, evaluation and selection of telecommunications, local area networks, computer hardware and software products, and quality assurance functions. Routinely serves as in-house expert and authority in the aforementioned extremely complex and highly specialized areas. Coordinates multiple ongoing projects of extraordinary technical complexity, encompassing multiple areas of information processing technology. Directs major undertakings that run in a large multi-mainframe data center, and/or an environment of distributed processing systems combining numerous types of hardware and software. May supervise a unit or units engaged in work related to the aforementioned complex software functions. In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

1. A master's degree from an accredited college and three years of satisfactory full-time computer software experience in computer applications, systems programming, computer systems development, data communications, data base administration, or planning of data processing, one year of which must have been in a project leader capacity or as a major contributor on a complex project; or
2. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; or

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Qualification Requirements (continued)

3. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; or
4. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or related computer field may be substituted for one year of the required experience in "1" or "2" above. However, all candidates must have at least a four year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience in a project leader capacity or as a major contributor on a complex project

SPECIAL NOTE

To be eligible for placement in Assignment Level IV, in addition to the Qualification Requirements stated above, individuals must have one year of satisfactory experience in a project leader capacity or as a major contributor on a complex project in Data Administration, Database Management Systems, Operating Systems, Data Communications Systems, Capacity Planning, and/or on-line applications programming.

Direct Lines of Promotion

**From: Computer Associate (Software)
(13631)**

**To: Computer, Systems Manager
(10050)**