

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAMMER V –  
Information Technology

SALARY GROUP: B25

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Charlotte Anderson DATE: 02/12/2013

POSITION #: 008092

**I. JOB SUMMARY**

Performs advanced and supervisory computer programming work. Work involves overseeing the planning, scheduling, assigning, and coordinating programming projects; analyzing proposed computer applications; providing technical assistance; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates the analysis, review, and revision of programs to increase operating efficiency and adapt new procedures; develops standards and procedures for programming staff; assists in advising staff in solving programming problems and makes recommendations to improve program operations; and instructs staff on new methods and procedures.
  - B. Provides technical advice, assistance, and training to management and technical staff in matters relating to programming activities; and schedules and assigns projects to programming staff.
  - C. Participates in budget preparation and development of bid specifications.
  - D. Plans, schedules, assigns, and supervises the work of others; and reviews and evaluates the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED and nine years full-time, wage-earning computer programming experience

or

thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with eighteen semester hours in Computer Science or Management Information Systems and eight years full-time, wage-earning computer programming experience

or

bachelor's degree from a college or university accredited by an organization recognized by CHEA or the USDE with nine semester hours in Computer Science or Management Information Systems and five years full-time, wage-earning computer programming experience.

Equivalent technical or trade school courses in Computer Science or Management Information Systems may be substituted for the required semester hours or years of experience. The same technical or trade school courses may not be used to substitute for both required semester hours and years of experience.

2. Two years full-time, wage-earning relational database experience.
3. Experience in the supervision of employees preferred.
4. Common Business Operating Language (COBOL), Customer Information Control System (CICS), or Java coding language experience preferred.
5. Mainframe experience preferred.
6. Project coordination experience preferred.
7. Criminal justice experience preferred.

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B. Knowledge and Skills

1. Knowledge of the practices, principles, and techniques of programming in a client-server environment.
2. Knowledge of personal computer and network hardware, software, operating systems, and peripherals.
3. Knowledge of relational database structures.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
6. Skill to write, test, debug, and maintain computer programs.
7. Skill in problem-solving techniques.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to perform detailed work accurately.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to plan work in order to meet established guidelines.
12. Skill in technical writing and preparing technical reports and documentation.
13. Skill to develop programs for computer applications.
14. Skill to program custom applications for use in a stand-alone or local area network environment.
15. Skill to train and provide technical assistance in the operation of computers and related equipment.
16. Skill to develop, implement, and evaluate standards and procedures.
17. Skill to interpret and apply rules, regulations, policies, and procedures.

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18. Skill in researching, analyzing, and solving complex programming problems.
19. Skill in the use and manipulation of command level Customer Information Control System (CICS), Rational Database Structures, Multiple Virtual Storage, and Job Control Language (MVS/JCL).
20. Skill to train and supervise others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.