

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAMMER IV –  
Mainframe System Monitor

SALARY GROUP: B23

DEPARTMENT: Information Technology Division

Page 1 of 3

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: Gene P. Whitesides DATE: 10/8/2015

POSITION #: 008180

**I. JOB SUMMARY**

Performs highly complex computer programming work. Work involves coordinating programming projects; analyzing proposed computer applications; and providing technical programming assistance. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates the coding, testing, debugging, and maintenance of highly complex database tables and other programs on a Multiple Virtual Storage (MVS) operating system; assists in the generation and installation of systems software; and develops and implements specialized programs to supplement and enhance systems software.
- B. Evaluates and monitors existing applications to accommodate system requirements, software releases, and equipment changes; and advises staff in the solution of programming deficiencies to increase operating efficiency.
- C. Prepares detailed analyses, plans, diagrams, and procedures for monitoring existing and proposed computer applications; and provides documentation and data maintenance procedures for data file backup procedures and disaster recovery.
- D. Provides technical advice, assistance, and training to management and technical staff in matters relating to programming, system activities, and new methods and procedures.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAMMER IV –  
Mainframe System Monitor

SALARY GROUP: B23

DEPARTMENT: Information Technology Division

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

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

1. Graduation from an accredited senior high school or equivalent or GED and three years full-time, wage-earning mainframe Common Business Oriented Language (COBOL) 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 twelve semester hours in Computer Science or Management Information Systems and two years full-time, wage-earning mainframe COBOL computer programming experience.

2. One year full-time, wage-earning Customer Information Control System (CICS) experience.
3. One year full-time, wage-earning relational database experience.
4. Experience in the use of mainframe monitoring software preferred.
5. Criminal justice experience preferred.

**B. Knowledge and Skills**

1. Knowledge of data processing methods and equipment.
2. Knowledge of writing mainframe programs for computer applications.
3. Knowledge of operating system software used in computer systems.
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.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAMMER IV –  
Mainframe System Monitor

SALARY GROUP: B23

DEPARTMENT: Information Technology Division

Page 3 of 3

8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to perform detail 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 in determining software problems from researching a system or utilizing debugging tools.
14. Skill in the use of mainframe monitoring software for Customer Information Control System (CICS), Relational Database structures, and Multiple Virtual Storage/Job Control Language (MVS/JCL).

**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.