

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INFORMATION SYSTEMS & TECHNOLOGY Level A, Pay Grade 5

LEVEL DEFINITION	This level covers positions responsible for providing first level programming and systems support to users by modifying existing programming logic, coding necessary instructions and debugging modified programs.
TYPICAL RESPONSIBILITIES	May include: providing first level programming and systems technical service support to users by modifying existing programming logic, coding necessary instructions and debugging modified programs; assisting users to resolve problems; modifying existing program logic using detailed specifications; coding necessary instructions using established principles; testing and debugging modified programs; documenting findings for review by supervisor; and coordinating, implementing and maintaining web enabled systems and services.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the programming and technical support through the application of basic information processing principles, theories and concepts.
SUPERVISION RECEIVED	Works under supervision and receives detailed instructions on assignments. Work is reviewed in terms of completeness, accuracy and timeliness.
SUPERVISION EXERCISED	None.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of one year of related experience, or the equivalent combination of education and experience.