

# Coder

University of California, Los Angeles  
November, 1977

**Class Specifications - F.15**  
Senior Coder - 4961  
Coder - 4962

## **SERIES CONCEPT**

Coders collect and code information for input into computers and perform other related duties as required. Incumbents typically work under the direction of higher level Programmers, Administrative Data Processing Systems Analysts, and academic personnel and assist in the writing, developing, debugging and implementing of programs which utilize a variety of job control languages. Incumbents prepare data for keypunching and may assist in the actual keypunching and verifying of data; prepare charts and graphs from computer print-out data for use in research reports and presentations; prepare and check code sheets for accuracy and proper format; and perform related clerical duties in connection with preparing programs for computer input.

Classes in the Coder series are distinguished from classes in the clerical/ administrative series in that some knowledge of programming techniques is required to perform coding functions. Classes in the Coder series are distinguished from classes in the Programmer series in that duties performed in the Programming series typically require knowledge of compiler and/or assembly level languages while duties performed in the Coder series typically utilize job control language in one or more package programs.

The Coder series consists of two levels with the distinction between levels based on the complexity of the coding functions and the degree of supervision exercised.

## **CLASS CONCEPTS**

### **Senior Coder**

Under general supervision incumbents write, debug and document computer programs and/or direct the work of lower level Coder and clerical personnel in the preparation and verification of basic programming procedures. Incumbents may assist users in correcting syntax and semantic errors in job control language. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the advanced operational level of the series.

### **Coder**

Under supervision incumbents perform the range of duties outlined in the Series Concept. This is the operational level of the series.

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## **MINIMUM QUALIFICATIONS**

### **Senior Coder**

Two years of college including a basic course in coding for digital computers and two years of coding experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

### **Coder**

Two years of college including a basic course in coding for digital computers and one year of coding experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.