 UNIVERSITY OF SOUTHERN CALIFORNIA
Production Technician - ISI - MOSIS
Job Code: 155032

Grade: G
OT Eligible: Yes
Comp Approval: 9/14/2006

JOB SUMMARY:
Provides production and wafer laboratory support for the MOSIS integrated fabrication service. Prepares detailed instructions for assembly of integrated circuits. Works with customers, vendors and MOSIS technical staff to determine if customers' special requirements can be met.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

E  E Prepar

E  E Prepares detailed instructions for assembly vendors. Generates wafer maps, bonding diagrams and assembly-related reports using computerized graphics applications including AutoCAD. Sends periodic forecasts to assembly vendors. Processes special assembly requests. Works with technical staff and assembly vendors to determine if unusual requirements can be met. Informs customers of the status of their integrated circuit assembly jobs. Responds to non-technical assembly questions from customers and vendors.

E  E Operates specialized equipment for testing wafers and integrated circuits. Uses a microscope to inspect wafers and integrated circuits. Searches for contamination, scratches, broken wires, incorrect bonding of wires and other visual defects. Records unusual or substantial defects and notifies engineers of problems. Performs periodic wafer lab maintenance including daily cleaning and organizing the labs, weekly vacuuming, and purging the air compressor.

E  E Monitors the progress of production jobs. Interacts with vendors to obtain current status and updates the MOSIS database.

E  E Prepares quotations to MOSIS customers for integrated circuit assembly.

E  E Maintains inventory of masks, wafers, equipment and materials. Prepares inventory reports as required. Moves items from short-term to long-term storage as necessary. Orders equipment, repairs, materials, and supplies and obtains quotes for those orders. Communicates with the Business Office regarding facilities issues related to the wafer labs, storage areas, and shipping areas. Cleans and organizes storage rooms and shipping area.

E  E Anticipates, prepares and logs all in-coming and out-going shipments. Prepares export shipments in compliance with the Bureau of Industry and Security of the U.S. Department of Commerce regulations. Sorts, wraps and ships integrated circuits and miscellaneous packages.

E  E Prints customer sales orders, invoices and invoice labels. Creates and maintains files.

E  E Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [ ] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

High School or equivalent

Minimum Experience:

2 Years

Minimum Field of Expertise:

Experience in processing integrated circuit packaging orders and appropriate computer systems.

Preferred Education:

Bachelor’s Degree

Preferred Field of Expertise:

Experience as a MOSIS Production Clerk

Skills: Administrative:

Assemble and organize numerical data
Communicate with others to gather information
Compute totals
Gather data
Input data
Maintain filing systems
Maintain logs
Prioritize different projects
Research information
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software

Skills: Other:

Analysis
Assessment/evaluation
Organization
Problem identification and resolution

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Microscope
Personal Computer
Photocopier

Skills: Specialized Equipment:

Vacuum cleaner

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _______________________________ Date:_____________________________

Supervisor: _______________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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