UNIVERSITY OF SOUTHERN CALIFORNIA
Programmer Analyst I
Job Code: 165211

Grade: TH
OT Eligible: Yes
Comp Approval: 8/28/2008

JOB SUMMARY:
Writes, modifies and adapts software applications using standard procedures and techniques. Performs limited systems analysis under direct supervision of more experienced programming staff.

JOB ACCOUNTABILITIES:

* E/M/NA % TIME

______  ______ Assists with the analysis, design, documentation (general and detailed – e.g., flow charts, UML models), testing and maintenance of programs.

______  ______ Writes, tests, debugs, translates and documents programs and applications according to specifications to enhance functionality and/or performance as necessary.

______  ______ Assists users with procedural or minor technical problems.

______  ______ Assists in maintaining program libraries, users’ manuals, and/or technical documentation.

______  ______ Analyzes, assesses and modifies existing programs to conform to system changes or to make improvements in the existing program.

______  ______ Assists in researching, identifying, analyzing and fulfilling requirements of all internal and external program users.

______  ______ Follows protocols and procedures to ensure application security.

______  ______ Stays informed of new developments and technologies.

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:
Bachelor's degree
Combined work experience and education as equivalent

**Minimum Experience:**
0 - 6 months

**Minimum Field of Expertise:**
General knowledge of programming and documentation procedures and programming methods and operator instructions. Knowledge of one or more appropriate computer languages.

**Preferred Education:**
Bachelor's degree

**Preferred Experience:**
1 year

**Skills: Administrative:**
Communicate with others to gather information
Customer service
Gather data
Prioritize different projects
Research information
Understand and apply policies and procedures
Write in computer code

**Skills: Other:**
Analysis
Assessment/evaluation
Conceptualization and design
Knowledge of applicable laws/policies/principles/etc.
Organization
Problem identification and resolution

**Skilled in:**
Applications/systems development methodologies
Business requirements tools and techniques
Programming languages
Project management tools and techniques
Software design tools
Technical documentation

**Skills: Machine/Equipment:**
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

**Supervises: Level:**
May oversee student and/or temporary workers.

**Comments:**
Evening or weekend work may be necessary to meet deadlines or solve specific problems.

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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