UNIVERSITY OF SOUTHERN CALIFORNIA
Programmer Analyst II
Job Code: 165215

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

JOB SUMMARY:
Develops software applications using programming languages to the given design specifications. Follows design specifications to code, test, debug, install, document, and maintain software applications. Develops new and enhanced functionality for software applications. Prepares code documentation in support of program development. Performs work of moderate complexity and handles most activities under general supervision of more experienced programming staff.

JOB ACCOUNTABILITIES:

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<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>_____</td>
<td>_____</td>
<td>Designs, codes, tests, debugs, installs, documents and maintains moderately complex software applications.</td>
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<td>Interfaces with users to determine their software application objectives, scope and requirements.</td>
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<td>Participates in requirement analysis and application design meetings.</td>
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<td>Translates design specifications into programming languages.</td>
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<td>Prepares application designs or “mock ups.”</td>
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<td>Develops test data and routines required to test and revise application(s). Ensures application(s) is thoroughly tested before release. Writes reports of test results.</td>
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<td>Detects, defines and debugs programs whenever problems are reported or encountered.</td>
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<td>Prepares developer and end-user documentation for other programmers and users in accordance with internal and external standards.</td>
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<td>Trains users and programmers as required.</td>
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<td>Provides leadership, guidance and direction to other programmers, as needed. Reviews the work of others, as requested.</td>
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<td>Follows protocols and procedures to ensure application security.</td>
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<td>Stays informed of new developments and technologies.</td>
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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
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:**
- 1 year
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Sound knowledge of programming and documentation procedures, programming methods, program flow charts and operator instructions. Knowledge of one or more appropriate computer languages.

**Preferred Education:**
- Bachelor's degree

**Preferred Experience:**
- 3 years

**Skills: Administrative:**
- Communicate with others to gather information
- Coordinate work of others
- 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
- Planning
- Problem identification and resolution
- Teaching/training

**Skilled in:**
- Applications/systems development methodologies
- Business requirements tools and techniques
- Programming languages
- Project management tools and techniques
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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