UNIVERSITY OF SOUTHERN CALIFORNIA

Programmer Analyst III

Job Code: 165219

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

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**JOB SUMMARY:**
Develops application design specifications based on analysis/assessment of user needs. Develops, tests, and installs new software applications, and enhances functionality of existing applications. Performs work of moderate complexity, handling most activities individually or under general supervision of senior programming staff.

**JOB ACCOUNTABILITIES:**

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
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<tbody>
<tr>
<td>_______</td>
<td>______</td>
<td>Designs, codes, tests, debugs, installs, documents and maintains moderately complex software applications.</td>
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<td>Interacts with users to determine their software application objectives, scope and requirements.</td>
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<td>Produces the required analysis and application design, either individually or by actively participating in development process. Produces design specification documents.</td>
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<td>Translates design specifications into programming languages.</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>Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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*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:**
- 3 years
- 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. Competent to work independently on complex programming activities.

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

**Preferred Experience:**
- 5 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
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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