UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Programmer Analyst
Job Code: 165227

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

JOB SUMMARY:
Develops and/or adapts computer systems which are complex and very large in scope.
Analyzes business requirements for large multifunctional projects. Identifies business practice and integration issues, suggesting alternative solutions. Interfaces with users to determine data processing requirements. Designs systems to satisfy user needs. Writes computer programs to meet system design specifications.

JOB ACCOUNTABILITIES:

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<th>% TIME</th>
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- Analyzes business requirements for large multifunctional projects. Identifies business practice and integration issues, suggesting alternative solutions.

- Designs, develops and implements complex computer systems, programs and applications. Defines system scope and objectives. Interfaces with users to identify and develop system requirements taking into account desired results, hardware limitations and operating requirements. Prepares detailed specifications from which programs will be written and/or modified.

- Searches for opportunities to elevate the capabilities of technology systems to meet business needs by capitalizing on emerging technologies and adapting current technologies to meet the needs of the user. Performs feasibility studies.

- Prepares system and programming documentation for users and other programmers in accordance with internal and external standards. Trains users and programmers as required.

- Develops test data, revisions and routines required for program check-out. Ensures procedures are thoroughly tested before release. Writes reports on test results.

- Detects, defines and debugs programs whenever problems arise.

- Provides leadership, guidance and direction to other programmers, as needed. Reviews the work of others, as requested.

- Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding technology changes based on developments in field and business needs.

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 experience/education as substitute for minimum education

**Minimum Experience:**
- 3 years

**Minimum Field of Expertise:**
- Business application design, development, installation and modification. 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
- 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
- Consulting
- Interpretation of policies/analyses/trends/etc.
- 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
- 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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